



The Virginia Museum of Contemporary Art (MOCA) is a one-of-a-kind campus located in the Virginia Beach Ocean Front's ViBe District. It is the only publicly supported museum in Virginia dedicated to contemporary art. In addition to a nationally recognized museum, MOCA also runs a studio art school for the benefit of our community and art lovers everywhere. MOCA, a nonprofit 501(c)(3) organization, is currently seeking a Development Associate.

Development Associate

MOCA seeks a professional to manage the donor database, and to coordinate the Membership and Annual Fund giving programs with the support of development staff. Work will be performed under the supervision the Director of Institutional Advancement and often in cooperation with fellow development staff and other departments.

Responsibilities

- Manage all aspects of the donor database including, gift entry, data integrity, as well as organizing queries and reports
- Receive and process new and renewing memberships
- Print and mail monthly membership renewal notices
- Process credit card transactions
- Reconcile daily deposits with database records for accurate financial accounting
- Plan and assist in the execution of membership promotion and benefit fulfillment
- Assist with planning annual appeals. Prepare solicitations and related correspondence, coordinate campaigns, and track donations.
- Assist with and lead communications efforts that promote membership and attract donors
- Prepare weekly departmental performance reports
- Assist development colleagues with development events as needed
- Assist in the development and monitoring of the development and membership operating budgets in consultation with the Development Coordinator and the Accounting Department
- Follow MOCA Development Department rules and guidelines to ensure a donor-centered approach to fundraising and compliance with ethical and technical standards

Required Skills and Abilities

- Database proficiency required
- Must be detail-oriented and able to quickly switch tasks as demands require
- Ability to build and manage internal processes that yield reliable results
- Experience with merge documents and large mailings preferred
- Ability to communicate over the phone and in person in a warm personable manner

- Ability to write in a succinct and personable style
- Work occasional nights and weekends (most with advanced notice)
- Ability to remain organized while working in an environment with competing priorities
- Proficiency in Microsoft Office Suite required
- Ability to think critically and tactfully express critical opinions
- Ability to respond to crises with grace under pressure
- Ability to work productively with minimal supervision
- Ability to work with diverse groups and individuals

Experience and Training

- Any combination of education or work experience which is equivalent to completion of a Bachelor's degree from an accredited college or university
- Two years' experience in non-profit development preferred, but not required
- Has both worked with and managed volunteers successfully
- Demonstrated organizational improvement, and process implementation within and across departments
- Sufficient clarity of speech, hearing, vision, manual dexterity, and personal mobility which permits candidate to communicate in person and by phone with event staff and volunteers

This is a full-time position with benefits and a salary starting at \$32,000+. The ideal applicant will be a well-organized team player, with some non-profit experience, and is looking to grow their non-profit development skills in a supportive environment with potential for personal growth and achievement.

Interested parties should send a resume and cover letter to homer@virginiamoca.org. The position will remain open until filled.