

MUSEUM OF PHOTOGRAPHIC ARTS

Becky Moores Center for Visual Learning

April 2021

Director of Development

Status: Full-time, exempt.

Reports to: Executive Director/Chief Curator

Salary DOE \$75,000-\$85,000

The Museum of Photographic Arts (MOPA) is seeking an energetic, attentive Director of Development responsible for the strategic leadership, supervision, and execution of all MOPA fundraising activities including: individual, corporate, foundation and government giving; endowment planning; and fundraising events. **The incumbent must thoroughly understand and be able to articulate MOPA's mission, history, key stakeholders, and programs AND its unique vision and culture in the rapidly changing museum industry.**

This position reports to the Executive Director and works closely with the Board of Directors. They will manage the stewardship of current leadership donors and develop long-term relationships built on a firm understanding of donors' interests, passions and values. The ideal candidate should have familiarity with fundraising practices at the institutional level.

Primary Responsibilities include:

- Leading a small team to raise between \$1.5 and \$2 million annually in support of museum operations.
- Identify, cultivate, and solicit established and prospective gift donors.
- Provide strategic direction and oversight for all development campaigns, initiatives and patron programs.
- Enhance MOPA's planned giving program.
- Collaborate with grant writer and Visual Learning staff to robust grants calendar and oversee related applications and budgets.
- Oversee the planning and execution of fundraising events, patron trips and biennial gala. Secure corporate sponsorships for such events and foster ongoing corporate partnerships.
- Provide oversight and use of the fundraising software and donor database.
- Keep informed of changing strategies in philanthropy and tax planning for possible impacts on development efforts.
- Collaborate with other art and community partners.
- Communicate and collaborate with the Board regarding fundraising initiatives.
- Execute any additional tasks reasonably assigned by the Executive Director.

Requirements:

- The ideal candidate will possess 7+ years of progressively responsible fundraising experience;
- Ability to set strategic direction consistent with the organizations' strategic plan; design and implement operational plans;
- Demonstrated creativity in developing fundraising programs that engage various donor bases;
- Solid experience and proven results in identifying, cultivating, and expanding high-level donors;
- Strong general knowledge of all development activities in arts and culture;
- CFRE, preferred

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- Commitment to diversity and a history of working effectively with people irrespective of their economic status, ethnicity, gender, age, abilities, educational level, sexual orientation or gender expression;
- Superior empathetic interpersonal communication skills and strong writing and organizational skills;
- The capacity to inspire and motivate donors, staff, and prospects;
- Demonstrated flexible and collaborative personality amongst multi tasking and adjusting priorities;
- Outstanding public speaking skills;
- Excellent organizational skills and attention to detail; budgeting, billing, and record keeping experience;
- Knowledge of professional standards and legal parameters regarding fundraising activities;
- Computer and database proficiency required, familiarity with Donor Perfect a plus;
- Willingness to be hands on in a role that is demanding and requires a high level of energy
- Ability to work evening hours for events and some weekends required.

This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee is expected to perform. MOPA is an Equal Opportunity Employer. AA/EOE

Send resume, cover letter, and three references to esrig@mopa.org. We encourage interested candidates to apply as soon as possible. No phone calls please.

Physical Requirements

- | | |
|---|---|
| <input checked="" type="checkbox"/> Sitting | <input checked="" type="checkbox"/> Grasping |
| <input checked="" type="checkbox"/> Walking(periods of 3 hours at a time | <input type="checkbox"/> Traveling |
| <input checked="" type="checkbox"/> Bending/stooping | <input checked="" type="checkbox"/> Kneeling |
| <input checked="" type="checkbox"/> Reaching outward | <input checked="" type="checkbox"/> Pushing/pulling |
| <input checked="" type="checkbox"/> Squatting/crouching | Usual amount 15 lbs (estimate) |
| <input checked="" type="checkbox"/> Manual dexterity | Max amount 60 lbs (estimate) |
| <input type="checkbox"/> Crawling | <input checked="" type="checkbox"/> Lifting |
| <input checked="" type="checkbox"/> Balancing | Usual amount 15 lbs (estimate) |
| <input checked="" type="checkbox"/> Standing (periods of 3 hours at a time) | Max amount 40 lbs (estimate) |
| <input type="checkbox"/> Driving | <input checked="" type="checkbox"/> Carrying |
| <input type="checkbox"/> Climbing | Usual amount 10 lbs (estimate) |
| <input checked="" type="checkbox"/> Reaching Above Shoulder | Max amount 20 lbs (estimate) |

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