



Located along the beautiful downtown waterfront of St. Petersburg, Florida, the Museum of Fine Arts, St. Petersburg, (MFA) is a collecting museum serving more than 120,000 annual residents and visitors to the Tampa Bay region since its founding in 1965. The MFA is proud to present the only comprehensive art collection on Florida's west coast, spanning almost 5,000 years of civilization in thousands of objects extending from antiquity to present. Highlights include masterpieces from Monet, O'Keeffe, De Kooning, Rauschenberg, Whistler and others; a sculpture garden; a Steuben glass gallery; and one of THE most respected photography collections in the Southeastern United States. From fascinating temporary exhibitions to exciting programs and events in the heart of a vibrant arts community, the MFA is the iconic leader of the arts in the Tampa Bay region.

ASSISTANT DIRECTOR OF DEVELOPMENT

OVERVIEW

Reporting to the Director of Development, the Assistant Director is charged with identifying, cultivating, and soliciting support for the MFA at the strategic major gift and corporate partnership levels (\$10,000+). The Assistant Director of Development will play a critical role in establishing annual and long-range fundraising plans designed to solicit financial support for the Museum's ongoing operations, exhibitions, programs and other identified priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with the Executive Director, Director of Development and Board of Trustees to develop fundraising strategies and proposals to attain annual revenue goals;
- Formulate prospect plans to cultivate annual corporate support of MFA exhibitions and programs, as well as for new initiatives developed by the Executive Director;
- Develop and manage institutional giving from prospects to relationships to donors \$10,000 and above;
- Build, maintain and enhance existing and new Circle level (Founder \$10,000. Director \$25,000) individual donor relationships and gifts;

- Identify, research and cultivate a robust portfolio of institutional prospects; match prospects with appropriate funding opportunities and projects for timely commitments;
- Work with public relations and marketing to manage institutional crediting in all collateral and communications materials;
- Direct Development Coordinator to ensure accurate donor recognition in the database and other appropriate channels;
- Attend and support coordination of donor cultivation activities and special events;
- Manage other duties as assigned.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS

- Bachelor's degree or higher, with a minimum of 5 years fundraising experience
- Demonstrated success in soliciting corporate and major gifts \$10,000 and above
- Demonstrated knowledge of fund-raising principles and procedures
- Excellent interpersonal skills and the ability to create and maintain personal relationships
- Excellent oral and written communication
- Sound judgment for use of discretion regarding confidential and sensitive information
- Excellent organizational and time management skills
- Ability to understand and work within budgetary procedures, policies, and restrictions
- Self-motivated to work independently as well as with an ability to work within a team environment
- Knowledge of Blackbaud's Altru and ResearchPoint or similar database and prospecting software
- Knowledge of computer applications including Microsoft Office suite of programs

To Apply:

Please submit your resume and a cover letter with salary requirements via email to: hr@mfastpete.org, or mail to the following address:

Human Resources

Museum of Fine Arts

255 Beach Drive N.E.

St. Petersburg, FL 33701-3498