



*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.*

## **MANAGER OF INDIVIDUAL GIVING AND STEWARDSHIP**

### **OVERVIEW**

Reporting to the Assistant Director of Development, this position will have primary responsibility for leading the Museum's annual giving efforts and stewardship of individual donors, setting strategy and executing fundraising plans for sustaining and growing the number of annual donors, the size of individual donations, and converting annual donors to major donors and Circle level members. The Individual Giving Manager will support fundraising efforts of the MFA development staff and members of the Board of Trustees to meet revenue goals and ensure appropriate stewardship of existing donors while cultivating new relationships.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop and implement strategies that will grow annual revenue from individuals for the MFA fund;
- Manage and monitor all annual appeal campaigns and outline giving initiatives;
- Maintain accurate and complete records of donor communications and ensure proper database management with Development Coordinator for gift processing, fulfillment of donor benefits, gift recognition, donor correspondence, and mailings;

- Research and qualify current and prospective individual donors and create comprehensive donor profiles; identify donors ready to move to the major level (\$10,000+), working collaboratively with the Assistant Director of Development;
- Oversee the development presence on the website; work with marketing staff for appropriate fundraising messaging and donor recognition collateral
- Conceptualize and implement an annual plan for stewardship and cultivation events to keep current and prospective donors informed and engaged for an exceptional donor experience;
- Oversee all fundraising events including MFA membership affinity groups and assist in securing sponsorships;
- Monitor revenue and manage expenses related to individual giving and fundraising events;
- Prepare reports on fundraising priorities and progress toward goals related to individual giving and sponsorships;
- Assist with other tasks as needed to attain annual revenue goals and objectives.

## **EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS**

- Bachelor's degree or higher, with a minimum of 3 years fundraising experience
- 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
- Excellent organizational and time management skills
- Experience in events management a plus
- 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](mailto: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**