



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 130,000 annual residents and visitors to the Tampa Bay area since its founding in 1965. The MFA is proud to present the only comprehensive art collection on Florida's west coast, spanning 5,000 years of civilization in about 20,000 objects from antiquity to today. Highlights include masterpieces from Monet, Corot, Morisot, O'Keeffe, De Kooning, Rauschenberg, Whistler and others; a sculpture garden; a glass gallery featuring works by Tiffany, Steuben, and Chihuly; and one of the largest and most respected photography collections in the Southeastern United States.

In a growing city with multiple museums and a thriving cultural life, the MFA provides the broad context into which all the other local arts organizations fit. The MFA presents a wide variety of art experiences across the spectrum of time and culture – from blockbusters to provocative contemporary exhibitions by emerging artists and scholarly shows that illuminate the depth and beauty of the museum's growing collection. With 17,000 square feet in collections galleries and 7700 square feet for temporary exhibitions (including a more intimately scaled Works on Paper gallery) the MFA brings art to life as no other museum in the Tampa Bay area can. In addition to its robust exhibition program, the MFA engages the community through exciting public programs and events, and serves students through a variety of youth programs and multi-year partnership with the Pinellas County School District. About 6,000 public school students attend the MFA each year as part of their 6th grade social studies curriculum.

DEVELOPMENT COORDINATOR

OVERVIEW

The Development Coordinator is a full time, non-exempt position, responsible for providing day-to-day administrative support for MFA development efforts, assisting with processing acknowledgements, managing and maintaining donor records, gift processing and tracking, and fundraising events with accuracy and attention to detail, following guidelines and procedures.

ESSENTIAL DUTIES AND TASKS

- Process gifts, acknowledgement letters, and file all donor documentation in a timely manner;
- Assist with processes, procedures, data entry, data cleansing, and report generation in Altru;
- Maintain up-to-date constituent information in Altru and contact lists in Robly for digital correspondence, interests and affiliations;
- Track, update and maintain charts, contribution spreadsheets and donation documentation, and assist in creating reports, research and other data as requested.
- Assist with room reservations, event invitations and registrations, and database set up of online event management including expense tracking, budgeting and invoice coding;
- Provide support and assistance to the development team as assigned to ensure highest level of customer service, including but not limited to handling incoming mail; welcoming visitors; and providing telephone back-up for the fundraising staff.
- Provide department support to engage new and existing donors and members managing calendars, tracking assignments, and ad hoc project responsibilities.
- Participate in appropriate all-staff and department meetings as necessary.
- Compose, transcribe, type, and format development letters, memos, reports, presentations, templates, and other documents as needed.
- Perform other duties as may be required.

PHYSICAL REQUIREMENTS

- Able to sit for extended periods of time on a daily basis.
- Able to lift up to 10 lbs and carry files occasionally.
- Able to walk and/or stand up to two hours per day; some night and weekend work required.
- Able to constantly operate a computer and other office productivity machinery.
- Able to frequently communicate with guests and co-workers about museum events and exhibits. Must be able to exchange accurate information in these situations.
- Able to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Able to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.

QUALIFICATIONS AND EXPERIENCE

- At least 2 years' experience
- College education preferred
- Associate's degree or higher
- Able to work well as part of a team, treat co-workers with respect and respond appropriately to a variety of individual work styles to complete work in a timely, efficient and effective manner.
- Requires flexibility to work in a fast-paced environment with the understanding that projects that include input from multiple constituents may necessitate an approach that takes into consideration the history of the institution.
- Able to handle sensitive information and maintain confidentiality and decorum.
- Attention to detail is essential.
- Able to work on multiple projects simultaneously and see that each continues to move forward as necessary.
- Experience with excel and databases preferred.
- Able and willing to accept direction either, specific or general, as a guide for completing assignments is important.

This job description indicates in general terms, the type and level of work performed, as well as the typical responsibilities of this position. Management reserves the rights to modify, change, add or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship between Museum of Fine Arts and its employees.

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**