

DEVELOPMENT OFFICER | MUSEUM OF FINE ARTS, ST. PETERSBURG



Founded in 1964 and located along the beautiful downtown waterfront of St. Petersburg, Florida, the Museum of Fine Arts, St. Petersburg (MFA) is a collecting museum annually serving more than 120,000 residents and visitors to the Tampa Bay area. The MFA is proud to present the largest comprehensive art collection in the state of Florida, spanning 5,000 years of civilization in about 20,000 objects from antiquity to today. Highlights include masterpieces from Vigée Lebrun, Corot, Monet, Morisot, Lafarge, Inness, Tiffany, O’Keeffe, De Kooning, Rauschenberg, Wiley, and others; a sculpture garden; important holdings of ancient, African, and Mesoamerican art; 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 expansive blockbusters to provocative contemporary exhibitions to more focused shows illuminating the depth and beauty of the museum’s growing collection. With 17,000 square feet in collections galleries—which were recently renovated and reinstalled—and 7700 square feet for temporary exhibitions, 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 its community through exciting public programs and events, and serves our students through youth programs and a partnership with the Pinellas County School System. About 6,000 public school students attend the MFA each year as part of their 6th grade social studies curriculum.

THE OPPORTUNITY

POSITION: Development Officer
REPORTS TO: Chief Development Officer
DEPARTMENT: Development
JOB CODE: Full-time/On-site
FLSA STATUS: Exempt

POSITION SUMMARY

The Development Officer has primary responsibility for planning, organizing, and managing fundraising activities under the supervision of the Chief Development Officer. In particular, the Development Officer will lead the Museum's annual giving efforts and stewardship of individual donors by 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 Development Officer 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 in support of exhibitions and programs.

WORK SCHEDULE

- MFA office hours are Monday through Friday 9:00 am – 6:00 pm
- Occasional weekend and evening work will be required
- This position requires all hours to be fulfilled onsite

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and implement strategies that will grow annual revenue from individuals and sponsors; manage and monitor all annual appeal campaigns and online giving initiatives
- Research and qualify current and prospective individual donors and create comprehensive donor prospect profiles; identify donors ready to move to the major donor level (\$10,000+), working collaboratively with the members of the Development team
- 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
- Develop and execute all MFA Fund and stewardship communications for print and digital media, including the Annual Report, annual Impact Report, invitations, appeals, MFA Happenings, social media and other channels
- Act as MFA liaison for the Margaret Acheson Stuart Society, a separate fundraising arm of the Museum
- Take the lead on all fundraising special events, including those with MFA membership affinity groups and contribute to securing sponsorships
- Oversee the development presence on the website; work with marketing staff for appropriate fundraising messaging and donor recognition collateral

- Set budget, monitor revenue and manage expenses related to fundraising and events
- Track year to date expenses and revenue for the department, and provide monthly financial recap
- Prepare monthly reports on fundraising priorities and progress toward goals related to individual giving and sponsorships
- Spearhead development initiatives with clear objectives, timelines, and metrics
- 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
- Assist the Chief Development Officer in all aspects of a capital campaign, beginning with prospect research
- Participate in all staff, development team, development committee or other meetings as appropriate
- Assist with other tasks as needed and requested to attain annual revenue goals and objectives

QUALIFICATION, SKILLS AND ABILITIES REQUIRED

Education/Experience Required

- Bachelor's degree in a related field
- 3 years or more of fundraising experience
- Experience with Blackbaud systems, specifically Altru, or equivalent donor database preferred
- Experience working on or in support of a capital campaign preferred
- A Certified Fund Raising Executive (CFRE) recommended

Skills and Abilities Required

- A solid background and interest in the arts and humanities is preferred
- Demonstrated knowledge of fundraising principles and procedures
- Excellent interpersonal skills and the ability to create and maintain personal relationships
- Excellent written and verbal communication skills
- Excellent organizational and time management skills; able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Experience in events management a plus
- Ability to understand and work within budgetary procedures, policies, and restrictions
- Excellent computer proficiency (MS Office – Word, Excel and Outlook, Altru, social media and electronic mailing systems such as Robly)
- Ability to work in non-profit environment; adhere to deadlines; demonstrate flexibility in meeting shifting demands and priorities
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines and standard accepted practices

- Excellent decision making skills; exhibits good judgment and the ability to decide on the appropriate course of action when faced with a challenge
- Ability to train, direct, manage, evaluate, and motivate staff and volunteers
- Ability to manage effective working relationships with staff, volunteers, and members of the public; exercise tact and diplomacy at all times; demonstrate an understanding of protocol and sensitivity to cultural diversity issues; nurture a positive working environment

PHYSICAL REQUIREMENTS

- Must be able to remain in a stationary position for extended periods of time operating a computer and other offices productivity devices such as a calculator, telephone, and copy machine
- Must be able to adapt to high pace environments occasionally moving/lifting light weight equipment and other work-related objects up to 25lbs
- May have to work late nights, weekends and in outdoor weather
- All current MFA St. Petersburg employees are vaccinated against Covid-19. Applicants are strongly encouraged to be vaccinated for the health and safety of our community
- Able to safely and successfully perform the essential job functions consistent with 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 ADA, FMLA and other federal, state, and local standards

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 right 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.

COMPENSATION

The Museum of Fine Arts offers a competitive salary and benefit package in a state with no income tax and great weather year round. The Position will hire in at the Development Officer or Senior Development Officer level, depending on experience.

To APPLY

Not sure you meet 100% of our qualifications? Research shows that men apply for jobs when they meet an average of 60% of the criteria. Yet, women and other people who are systematically marginalized tend to only apply if they meet every requirement. If you believe that you could excel in this role, we encourage you to apply.

We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. Whether you're new to arts and culture administration, returning to work after a gap in employment, simply looking to transition, or take the next step in your career path, we will be glad to have you on our radar. Please use your cover letter to tell us about your interest in the arts and culture space and what you hope to bring to this role.

Please address resume, letter of interest, and salary requirements to the Human Resources Department at the Museum of Fine Arts, St. Petersburg, and email to: HR@MFAstpete.org with **Development Officer – Annual Fund** in the subject line or mail to the following address:

Human Resources
Museum of Fine Arts
255 Beach Drive N.E.
St. Petersburg, FL 33701-3498

No phone calls please.