

## DIRECTOR OF DEVELOPMENT | 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:** Director of Development  
**DEPARTMENT:** Development/Advancement  
**JOB CODE:** Full-time/ On-site  
**FLSA STATUS:** Exempt

## **POSITION SUMMARY**

The Director of Development is responsible for developing and implementing fundraising strategies and tactics to generate restricted and unrestricted support from foundations, corporations, governments, and individuals. The Director of Development will serve as a key cultivator and solicitor of donors, inspiring MFA constituents to higher levels of giving, and work collaboratively with the museum staff and volunteers to ensure the MFA's success in building strong constituent relationships and ensuring that revenue and donor interaction goals are met or exceeded. The Director of Development will work closely with the Executive Director, senior leadership, and the Board of Trustees in the creation, articulation, and implementation of organizational goals and objectives.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Lead fundraising activities to support the Museum, including:
- Identifying, qualifying:
  - Prospective Donors: Research and identify potential donors, including individuals, corporations, and foundations, who have the capacity and inclination to support the organization.
  - Funding Opportunities: Identify various funding opportunities such as grants, sponsorships, and partnerships that align with the museum's mission and goals.
  - Donor Interests and Capacity: Qualify prospects by understanding their philanthropic interests, past giving behavior, and capacity to make significant contributions.
  - Key Stakeholders: Identify key stakeholders within the organization and community who can help in cultivating relationships with potential donors and partners.
  - Current Donor Relationships: Qualify existing donor relationships to ensure that they are maximizing engagement and support.
  - Strategic Partnerships: Identifying and qualifying potential strategic partners who can provide not just financial support, but also resources, influence, or collaboration opportunities.
  - Market Trends: Understanding and identifying trends in philanthropy and charitable giving to better align the organization's development strategies with current opportunities

- Manage and build the Development effort so that revenue goals are met or exceeded, and donors are served seamlessly and according to best practice.
- Work effectively across all departments, developing strong collegial relationships with all managers.
- Build support for all projects, articulate strategy, and implement the strategy.
- Assist the Executive Director who serves as lead fundraiser and ensure that key donors and prospects are well-cultivated.
- Ensure that materials and programs are developed that will build the strength of the philanthropy program, both short and long term.
- Manage the overall strategy and programs for annual, legacy, and Visionaries giving programs.
- Administer the gift processing and donor acknowledgement effort.
- Liaise with Stuart Society and support groups on fundraising efforts and membership, including an annual Gala.
- Lead Development Team and museum in establishing robust contact records so that individual knowledge becomes institutional knowledge.
- Manage Development operations budget and prepare reporting on revenue and expense monthly. Reforecast quarterly as needed.
- Participates in all staff and department meetings
- Performs other duties as may be required

### **QUALIFICATION, SKILLS AND ABILITIES REQUIRED**

#### **Education/ Experience Required**

- **Years of Experience:** 5-10 years of development or other fundraising experience.
- **Education:** BA/BS undergraduate degree required; Advanced degree preferred.
- **Degree or Formal Training:** Nonprofit administration, business administration, communications, or related field from an accredited four-year college or university.
- **License, Certification, or Registration:** Certified Fundraising Professional (preferred).

#### **Skills and Abilities Required**

- 5+ years of experience in nonprofit fundraising, including experience in relationship development, staff management, and grant writing.
- A proven track record in producing programs on time, within budget, and that generate steadily increasing philanthropic support for small to mid-sized organizations as well as community excitement.
- Previous experience in both the cultivation of corporate relationships as well as individual donors.
- Familiarity with Altru, or other preferred CRM platforms
- Must be personable, confident, self-starting, creative, collaborative, authentic.

- Must have or quickly acquire a solid working knowledge of our programs and must be able to take up tools to address an immediate need wherever appropriate.
- Effectively relate to people—colleagues; members and donors; prospects; business, government, and foundation leaders--to be engaging and sincere.
- Must be a good listener and able to foster trust relationships with discretion and sensitivity to financial and other personal information.
- Must be knowledgeable about or quickly become familiar with ‘best-practice’ for art museum development.
- Must possess strong written and verbal communication and interpersonal skills and the ability to work effectively as a member of a team.
- Must have a strong track record or aptitude for the management of complex institutions.
- Outstanding written, interpersonal, and verbal communications skills.
- Working knowledge of Microsoft Office suite, including Word, Excel, PowerPoint, SharePoint, and Outlook.
- Exceptional team leadership and coaching skills.

### **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 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 address resume, letter of interest and salary requirements to the Human Resources (Attention: Director of Development position) at the Museum of Fine Arts, St. Petersburg, and 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

No phone calls please.