

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 will play an integral role on the development team at the Museum of Fine Arts, St. Petersburg. This new position has primary responsibility for the financial reporting and analysis of the Development Department, and for planning, organizing, and managing sponsorship activities under the supervision of the Chief Development Officer. The Development Officer serves in a frontline capacity as the primary steward and solicitor of a portfolio of corporate and individual sponsors and prospects, and must be a self-directed team member who cultivates strong relationships with donors to deepen engagement and increase support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage a portfolio of corporate and individual sponsorship prospects with a focus on soliciting gifts \$10,000+. Manage renewals, upgrades, benefit fulfillment and reporting requirements for donors in portfolio. Conduct visits with corporate and individual sponsors and prospects
- Develop, maintain, and update a fundraising plan with measurable revenue goals that meet or exceed budget
- Produce high quality and personalized proposals, reports, solicitations, and other correspondence as needed
- Assess the viability of a corporate partners program to include benefits as well as a mechanism to involve young professionals in leadership at the Museum
- In collaboration with Chief Development Officer and the Development Committee of the Board of Trustees, grow support through successful solicitation of corporate and individual underwriting/sponsorships
- Engage appropriate volunteers and staff in the solicitation process, including cultivation and stewardship activities, and coordination of any support group activity that involves sponsorship
- 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
- Spearhead development initiatives with clear objectives, timelines, and metrics

- Track year to date expenses and revenue, and provide monthly reports on fundraising priorities and progress towards goals for the Development Department
- Maintain accurate and complete records of donor communications and ensure proper database management with Development Coordinator for gift processing, fulfilment of donor benefits, sponsor recognition, donor correspondence, and mailings
- Participate in all staff, development team, or other meetings as appropriate
- Develop and maintain a thorough and accurate understanding of the organization's curatorial, educational, and community engagement programs, and overall funding priorities in order to effectively connect donors and prospects to the work of the Museum
- Assist with other tasks as needed and requested to attain annual revenue goals and objectives

QUALIFICATION, SKILLS AND ABILITIES REQUIRED

Education/ Experience Required

- A minimum of a Bachelor's degree required; five years or more of fundraising experience
- A Certified Fund Raising Executive (CFRE) preferred

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
- Successful track record working with boards, donors, the public and staff
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines and standard accepted practices
- Demonstrated ability to think strategically and to achieve results in a team-oriented environment
- 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
- Must be fully vaccinated for Covid-19
- 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.

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. The salary range is \$50,000 - \$55,000.

TO APPLY

Please address resume and letter of interest to the Human Resources Department at the Museum of Fine Arts, St. Petersburg, and email to: HR@mfastpete.org with **Development Officer** 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.