



JOB DESCRIPTION

POSITION TITLE

Director of Development and External Affairs

ORGANIZATION

The following job description identifies the core activities of the job. Job responsibilities may vary from time-to-time.

CLASSIFICATION

Full-time
Exempt

SUPERVISOR

Director + Chief Curator

DIRECT REPORTS TO THIS POSITION

PR Coordinator, Special Events Coordinator, Administrative Assistant

Qualifications

- A Bachelor's Degree is required, as is a strong interest in contemporary art, advanced degree is desirable;
- 1-5 years of development experience;
- Excellent verbal, written and interpersonal skills;
- Ability to work productively with diverse constituencies as well as government agencies and the public;
- Supervisory experience is desirable;
- Knowledge of other languages is desirable.

Overall Responsibilities

The Director of Development and External Affairs is responsible for the design and implementation of a comprehensive strategic fundraising campaign to raise more than \$1 million in restricted and unrestricted gifts and grants in support of exhibitions, education programs, general support, capital and other special events. The Director of Development and External Affairs oversees the research of current and potential funders, manages the cultivation and solicitation of new and renewing funders as well as special funding events. The Director of Development and External Affairs also oversees and coordinates other advocacy activities of trustees and staff.

- Assists in cultivating national, regional and local prospects for the support of the Museum's

MUSEUM OF CONTEMPORARY ART DETROIT

4454 Woodward Ave Detroit MI, 48201
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www.mocadetroit.org



programs.

- Develops and implements strategic fundraising plan for corporate, foundation, individual, membership and capital campaigns.
- Oversees marketing, public relations and communications.
- Prepares all grants and grant reports.
- Assists in long range planning for museum development as well as museum goals.
- Develops and supervises development projects including membership and special fundraising events.
- Develops and implements a plan of action for cultivating and soliciting current and potential donors.
- Develops a giving program for local business and individual campaigns.
- Supervises the development of computerized donor database and list management related to fundraising.
- Develops, implements and maintains reporting mechanisms to monitor income; provide analysis of status toward annual goals and project funding needs.
- Serves as a liaison and works closely with the following committees of the Board of Directors: Development, Business + Finance
- Works with all departments to develop an overall fundraising plan that coordinates with the museum's programming planning.
- Supervises staff in the execution of strategic fundraising objectives.
- Supervises acknowledgement process for all gifts and grants through thank-you letters, fulfillment of benefits, reporting mechanisms, and ongoing contact to donors.
- Manages the matching gifts and in-kind gift solicitation and responses.
- Other task as assigned and agreed upon by employee and supervisor.

If you are interested in applying for this position, please send your resume and cover letter to Director, Museum of Contemporary Art Detroit, 4454 Woodward Ave., Detroit, MI 48201 or email jdawson@mocadetroit.org. Compensation will be based on years of experience and other qualifications. Review of applications will begin immediately and continue until the position is filled. No phone calls please.