



## Position Description **Senior Development Officer**

### **Organization**

The Museum of Contemporary Art Detroit (MOCAD) is where adventurous minds encounter the best in contemporary visual, literary, music, and performing arts. A responsive center for diverse audiences, MOCAD presents art that contextualizes, interprets, educates and expands culture, pushing us to the edges of contemporary experience. MOCAD is an Equal Opportunity Employer.

### **Classification**

Status: Full Time, Exempt.

### **Schedule**

Most MOCAD staff members currently maintain a Monday–Friday or Tuesday–Saturday schedule. Staggered schedules and telecommuting are common due to the pandemic. Core work hours are 9:30am-5:30pm; some evening and weekend hours required as needed.

### **Compensation**

Range \$75,000-85,000 plus bonus.

### **Supervisor**

Executive Director

### **Direct Reports**

Membership Manager, Manager of Grants + Foundation Relations

### **Position Description**

The Senior Development Officer (SDO) will serve as a key member of the MOCAD team, working in a collaborative, donor-center manner to secure major gifts in support of the organization's mission. They will work with other senior staff to strategize multi-year fundraising for MOCAD and Mike Kelley's *Mobile Homestead*, including MOCAD's Future Fund. The SDO will oversee and design our overarching strategic fundraising plan through identification, cultivation, solicitation, and stewardship of donors and sponsors, including individual and corporate giving, fundraising events (including the Annual Gala and Art Auction), membership, and more. They will also maintain accountability standards to donors and ensure compliance with the code of ethical principles and standards of professional conduct for fundraising executives.

The ideal candidate is able to assess the big picture and recommend a strategic fundraising plan including donor cultivation and stewardship, fundraising events, and more, to support the long-term sustainability of the institution. They must have the ability to present MOCAD's mission and vision to potential supporters in a clear and honest manner. They will establish authentic, proactive, and professional rapport with executive-level stakeholders, board members, philanthropists, and visitors. They will be able to work collaboratively, with a passion for contemporary visual and performing arts and music. In addition to overseeing the development team, this role will work closely with MOCAD's leadership and other staff members on fundraising efforts and must maintain the highest level of professionalism and confidentiality.

## Responsibilities

The Senior Development Officer provides leadership, oversight, and direct support for all initiatives related to achieving a comprehensive fundraising plan for MOCAD:

## Fundraising

- Develop a multi-year fundraising strategy and project plan that includes proposed annual budget recommendations. Identify metrics, goals, objectives, and strategies. Monitor, and regularly report on plans, key benchmarks, and dates.
- Build a pipeline of individual and corporate donor prospects who are capable of giving major gifts of \$1,000 and above using data and other available resources.
- In concert with all members of the Development Department, create and implement a process for managing individual and corporate giving to increase donor and prospect engagement, incorporating steps for appropriate and personalized cultivation, solicitation, and stewardship.
- Establish and maintain a highly engaging program of donor cultivation and gift stewardship, to identify and increase new donors and to retain and increase giving levels of existing donors.
- Providing support to the Board and key staff members on fundraising initiatives and events.
- Oversee the creation and execution of signature fundraising events – the spring/summer fundraiser (historically the Interchange Art + Dinner Series), and the fall season's Annual Gala + Art Auction.
- Conceptualize and execute other fundraising events as needed to meet goals.
- Work as a team member on a wide range of fundraising and engagement strategies for members and donors.
- Prepare written proposals, informational, and other materials or documents needed to secure gifts.
- Articulate the mission, vision, and funding priorities of the Museum of Contemporary Art Detroit verbally and in writing to prospects and donors.
- Remain engaged with the Museum's and the *Mobile Homestead's* curatorial, programmatic, and operational plans in order to identify potential future funding needs and opportunities.

## Management

- Oversee the activities of the Membership Manager and Manager of Grants + Foundation Relations. Identify their responsibilities in meeting the goals of the fundraising plan, and provide feedback, support, and oversight to ensure those goals are reached.

## General

- Maintain records relevant to the role (including digital and physical files) for archival and future planning purposes. Document processes and procedures as needed.
- Track and maintain relevant budgets, and complete and submit necessary paperwork to the Business Operations Office in a timely fashion.
- Other duties as assigned.

## Qualifications

- A BA, and a minimum of five years of experience working in arts fundraising and management, museums, or a related field is required.
- Prior experience with project management, relationship management, budgeting, and the creative development and production of large and small-scale fundraising events and campaigns.
- A keen passion for contemporary arts and culture.
- Demonstrated ability to meet or exceed fundraising goals.
- Demonstrated ability to collaborate and work productively with diverse constituencies.
- Demonstrated ability to maintain a high level of confidentiality and adhere to ethical practices.



- Ability to maintain poise and professionalism in all circumstances.
- Ability to give and receive constructive feedback.
- Proactive, with demonstrated success in organizing work, meeting strict deadlines, and setting priorities. Self-motivation and discipline to regularly set and exceed work goals.
- Ability to thrive in a fast-paced, multi-project environment.
- Ability to maintain confidentiality of sensitive information and data.
- Outstanding interpersonal, oral, and written communication skills, including strong copy editing and proofreading skills with scrupulous attention to detail.
- Must have strong administrative skills and knowledge of Apple OSX, Microsoft Office Suite, G-Suite, and DonorPerfect.
- Must have reliable transportation for running errands and attending off-site meetings, programs and events on behalf of the Museum. Mileage reimbursed.
- Must be able to lift 35 lbs.

To apply for this role, please submit your cover letter and resume as PDF files to [jobs@mocadetroit.org](mailto:jobs@mocadetroit.org), with the subject line "Senior Development Officer" by December 20.

Sorry, we are unable to respond to phone calls.

The Museum of Contemporary Art Detroit provides Equal Opportunity to all applicants.