



## Position Description **Development Officer**

### **About MOCAD**

The Museum of Contemporary Art Detroit (MOCAD) presents exhibitions and programs that explore the best of contemporary art, connecting Detroit and the global art world. MOCAD is focused on art as a means to nurture social change and human understanding, reflecting our community. We encourage innovative experimentation by artists, musicians, makers, cultural producers and scholars to enrich all who participate and to educate visitors of all ages in the power of art. Whether from Detroit, or around the world, we welcome creative voices who can guide us to an equitable and inclusive future. We believe that art can change us, and it's our responsibility to hold a space where challenge, acceptance, hope and beauty can coincide.

MOCAD opened to the public in 2006. It is operated by a staff of roughly 25 employees who work to deliver two to three exhibition and programming seasons per year in both MOCAD's main building and Mike Kelley's Mobile Homestead. MOCAD is an Equal Opportunity Employer.

### **About the Role**

The Development Officer plays a key role in securing \$2M+ in annual revenue for MOCAD, collaborating with senior staff to strategize multi-year fundraising initiatives for MOCAD, Mike Kelley's Mobile Homestead, and capital projects. They manage all aspects of funding proposals, donor relations, and reporting, ensuring ethical and professional standards are upheld.

The ideal candidate will develop strategic fundraising plans, including donor cultivation, stewardship, and events, to support the budget and long-term sustainability. They should effectively communicate MOCAD's mission, build authentic relationships with stakeholders, and demonstrate a passion for contemporary arts. Working closely with leadership and staff, the Development Officer oversees the development team while maintaining professionalism and confidentiality.

### **Classification**

Status: Full Time, Exempt

### **Compensation Range**

\$80,000-90,000 annually, based on experience

### **Schedule**

Monday-Friday; some evening and weekend hours as needed. This is an in-office role with the opportunity for a recurring once-a-week, work-from-home day. Will require some non-standard hours and some travel.

### **Museum of Contemporary Art Detroit**

4454 Woodward Ave Detroit, MI, 48201  
313.832.6622



## **Key MOCAD Relationships**

Supervisor: MOCAD Co-Directors (Chief Operating Officer and Artistic Director)

Direct Reports: Development Coordinator

## **Role Responsibilities**

### *Corporate/Individual Giving*

- Build a pipeline of individual and corporate donor prospects using data and other 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 donor cultivation and gift stewardship program to identify and increase new donors and retain and increase existing donors' giving levels Conduct detailed donor research on current/prospective donors
- Maintain a portfolio of major donor prospects and be responsible for the cultivation, stewardship, retention, and upgrading while supporting the creation and implementation of major gifts strategy across the organization for all gift officers
- Conceive and implement the membership program, services, benefits, and policies with the Development department

### *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
- Providing support to the Board and key staff members on fundraising initiatives and events
- Oversee the creation and execution of a minimum of two 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 fundraising and engagement strategies for members and donors
- Prepare written proposals, information, and other materials or documents 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 to identify potential funding needs and opportunities

### *Foundations*

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- Cultivating relationships with new, potential, and existing grant funders and working with museum staff and board members to steward those relationships
- Overseeing all site visits with foundation contacts
- Review all grant and funding proposals before submission

### *Marketing*

- Be a visible presence at art-related events and fundraisers of selective other groups
- Develop unique campaign ideas to affirm brand identity
- Complete market research to identify target audience demographics and determine a target audience's needs, wants, habits, interests, and other relevant factors
- Review the progress and success of a campaign, adjusting or pitching ideas for new campaigns as necessary

### *General*

- Maintain records relevant to the role (including digital and physical files) for archival and future planning purposes. Document processes and procedures as needed
- Maintain records regarding campaign gifts and pledges, including payment schedules and the production of pledge reminders for outstanding pledge balances
- Track and maintain relevant budgets and complete and submit the necessary paperwork to the Business Operations Office in a timely fashion
- All other duties as assigned

### **Required Skills and Experience**

- BFA or BA in Business Administration, Marketing and Communications, Nonprofit Management, Public Administration or relevant field
- Experience in project management, relationship management, budgeting, and fundraising event production.
- At least 3 years of fundraising experience with proven ability to meet or exceed goals.
- Passion for contemporary arts and culture.
- Strong collaboration skills and ability to work with diverse groups.
- Ability to represent the museum with the highest level of integrity and professionalism, advocate for and adhere to museum policies, and contribute to and support management decisions in a positive, professional manner.
- Commitment to confidentiality and ethical practices.
- Proactive, organized, and able to manage multiple priorities in a fast-paced environment.

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- Excellent interpersonal, written, and verbal communication skills, including attention to detail in editing and proofreading.
- Reliable transportation for off-site errands, meetings, and events (mileage reimbursed).
- Proficiency in Apple OSX, Microsoft Office Suite, Google Workspace, and DonorPerfect.

### **Work Environment**

- Indoor museum environment

### **Physical and Demands**

Continuously requires:

- Communicating accurately with others
- Operating computers and other office-type equipment
- Detecting and discerning visual stimuli and color

Frequently requires:

- Remaining in a stationary or standing position for long periods of time
- Position oneself on or under objects

Occasionally requires:

- Moving about inside the gallery space
- Moving objects up to 50 pounds

To apply for this role, please email your resume and cover letter as a PDF to [jobs@mocadetroit.org](mailto:jobs@mocadetroit.org). Unfortunately, we are unable to respond to inquiries about hiring or this position.

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