



Position Description **Development Manager**

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 Manager is responsible for MOCAD's membership and grant cycle, crucial in both strengthening the museum's financial foundation and enhancing its community impact. This role will work closely with the leadership and Individual Giving Manager, playing a key role in securing and \$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 foundation and corporate funding proposals, donor relations, and reporting, ensuring ethical and professional standards are upheld. In addition, they drive membership growth and engagement by managing membership processes, ensuring smooth operations that are essential for the development department's donor cultivation efforts. This role serves the museum by fostering strong relationships with members and donors, ensuring MOCAD's continued ability to deliver innovative and impactful contemporary art experiences.

The ideal candidate will have experience working with databases, strong grant writing and analytical skills, and experience in donor cultivation, stewardship, and events. They will be well organized, have good communication skills, and strong attention to detail, and can work effectively and independently to meet deadlines.

Classification

Status: Full Time, Exempt

Compensation Range

\$60,000-70,000 annually, based on experience

Museum of Contemporary Art Detroit

4454 Woodward Ave Detroit, MI, 48201

313.832.6622

www.mocadetroit.org



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.

Key MOCAD Relationships

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

Works closely with Individual Giving Manager

Role Responsibilities

Membership

- Serve as the primary contact for member inquiries, via phone calls and membership@mocadetroit.org email address.
- Develop and implement targeted outreach strategies and new membership programs resulting in a trackable and significant increase to the membership base and engagement.
- Support campaigns and promotions to attract and renew memberships, increasing renewal rate year over year.
- Generate and share monthly reports on membership statistics and trends.
- Seek out community event opportunities and implement internal events to represent MOCAD, increasing visibility and attracting new members.
- Collaborate with the marketing efforts to promote membership benefits and events, aiming for a trackable impact on social media engagement, website updates, and monthly membership communications such as newsletters or email updates.
- Lead administration on updating donor profiles and membership records

Grants Management

- Research, summarize, and share funding opportunities while maintaining a pipeline of grant prospects
- Coordinate internally and externally to ensure all grant deliverables are completed accurately, timely, and to a high standard. This includes grant reporting and sharing information across departments.
- Collaborate with departments across the museum to collect and synthesize program evaluations as needed for grant reporting
- Assist with the design and development of donor acknowledgment on MOCAD's website, donor wall, social media, press releases, and marketing materials for grant-funded projects

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Administration

- Co-lead in CRM administration including updating donor profiles with membership information with trackable information, maintaining and reviewing profiles, and managing databases including enrollment and fulfillment including process membership applications, renewals, and payments.
- Help to define and implement data entry, reporting standards, and procedures.
- Support management of other cloud-based platforms and tools used by development department
- Collaborate with Individual Giving Manager to maintain the grant spreadsheet including prospects, tracking proposal and report deadlines, funder credit information, and submission data
- Work with the Business Operations Office to track and report grant budgets
- Ensure all donations are acknowledged in a timely manner, including lead administration on templates, organizing, and updating records.
- Assist with donor cultivation and stewardship activities, including event planning and follow-up communications
- Contribute to the development and implementation of fundraising campaigns and initiatives.
- All other duties as assigned

Required Skills and Experience

- Passion for contemporary arts and culture.
- BFA or BA in Business Administration, Marketing and Communications, Nonprofit Management, Public Administration or relevant field
- At least 2 years of work experience in managing a CRM, donor database, or similar constituent database and with grant writing, research, or writing.
- Previous experience working in a non-profit organization, particularly in a museum or cultural institution, is highly desirable for understanding the unique challenges and opportunities in this environment.
- Excellent communication, organizational, project management, and multitasking abilities, with a “get it done” personality and able to manage multiple priorities in a fast-paced environment.
- Experience handling a wide range of administrative and support-related tasks.
- Excellent interpersonal, written, and verbal communication skills, including attention to detail in editing and proofreading.
- 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.

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- 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. Unfortunately, we are unable to respond to inquiries about hiring or this position.

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