



Major Gifts Officer

Position Description

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 Major Gifts Officer is responsible for growing individual philanthropic support for the Museum of Contemporary Art Detroit (MOCAD) by identifying, cultivating, soliciting, and stewarding current and prospective major donors.

This position manages a portfolio of individual donors and prospects and develops thoughtful strategies for moving relationships toward meaningful philanthropic support. The Major Gifts Officer spends significant time building relationships through meetings, Museum visits, events, calls, and other engagement opportunities.

Working closely with the Co-Directors, Development Manager, and Board + Partnerships Manager, the Major Gifts Officer helps expand MOCAD's network of



individual supporters locally and nationally and builds a consistent pipeline of major gift prospects. The ideal candidate is highly relational, proactive, organized, comfortable making direct asks, and able to authentically communicate MOCAD's mission, programs, and impact.

Classification

Status: Full-time, Exempt

Compensation Range

Range: \$75,000–\$85,000

Schedule

Monday–Friday; some evening and weekend hours as needed.

Direct Supervisor

Co-Director/Chief Operating Officer

Works Closely With

Co-Directors, Development Manager, Board + Partnerships Manager

Role Responsibilities

Major Gifts + Portfolio Management

- Manage a portfolio of approximately 50–75 current and prospective major donors, developing individualized strategies for cultivation, solicitation, and stewardship.
- Identify and qualify prospective major donors through research, referrals, Board and donor networks, Museum engagement, events, institutional relationships, and other connections to MOCAD.
- Develop and maintain a strong pipeline of qualified individual prospects at various stages of cultivation.



- Establish clear strategies and next steps for donors and prospects and consistently track activity and progress.
- Conduct regular donor meetings, calls, Museum visits, tours, and other meaningful engagement.
- Prepare and make direct gift solicitations independently and in partnership with the Co-Directors and Board members.
- Develop personalized proposals, correspondence, and giving opportunities based on donor interests and MOCAD's institutional priorities.
- Identify opportunities for renewed, increased, unrestricted, and multi-year gifts.
- Re-engage lapsed major donors and deepen relationships with existing supporters.
- Provide regular updates to the Co-Directors on major gift activity, pipeline development, anticipated gifts, and next steps.

Donor Cultivation + Stewardship

- Build authentic, long-term relationships with current and prospective major donors.
- Develop individualized cultivation and stewardship strategies for donors within the major gifts portfolio.
- Connect donors and prospects with MOCAD's exhibitions, artists, programs, leadership, and institutional priorities in meaningful ways.
- Coordinate appropriate donor engagement opportunities such as exhibition previews, artist engagements, dinners, studio visits, tours, and other cultivation activities.
- Ensure major donors receive meaningful and timely communication about the impact of their support.
- Maintain consistent follow-up after donor meetings, introductions, events, and solicitations.
- Work with the Development Manager to ensure donor acknowledgments, records, and stewardship activities are appropriately coordinated.

Board + Partnership Collaboration

- Work closely with the Board and Partnerships Manager to identify prospective donors through MOCAD's Board, partner, civic, and community networks.



- Develop fundraising strategies for prospective donors introduced through Board members and institutional relationships.
- Support Board members in major gift fundraising by helping identify prospects, preparing for donor conversations, and developing cultivation and solicitation strategies.
- Prepare donor profiles, briefing materials, talking points, and follow-up recommendations for the Co-Directors and Board members.
- Participate in Development Committee meetings and other fundraising discussions as appropriate.
- Coordinate with the Board and Partnerships Manager when donor relationships overlap with Board or institutional partnerships.
- Maintain primary responsibility for fundraising strategy and follow-up once an individual has been identified and assigned as a major gift prospect.

Major Gift Strategy + Prospect Development

- Conduct and coordinate research on prospective major donors, including philanthropic interests, giving history, connections to MOCAD, and potential capacity.
- Identify connections between prospective donors and MOCAD's existing Board members, donors, partners, artists, and supporters.
- Develop strategies to introduce new prospective donors to MOCAD and deepen their engagement with the Museum.
- Regularly review the major gifts pipeline with the Co-Directors and recommend cultivation and solicitation priorities.
- Track donor engagement and giving history to identify opportunities for increased or renewed support.
- Contribute to annual fundraising goals and revenue projections related to major individual giving.

Gala Campaigns + Special Initiatives

- Develop major donor cultivation and solicitation strategies connected to MOCAD's annual gala, exhibitions, special projects, capital priorities, and other institutional initiatives.



- Identify opportunities to cultivate gala supporters and other event participants with major gift potential.
- Work with the Co-Directors and Development team on major donor strategies related to capital and special fundraising campaigns.
- Identify opportunities for significant unrestricted and multi-year commitments.
- Participate in donor cultivation events and other Museum activities where major donor engagement is a priority.

Qualifications + Required Skills

- Minimum of 3 years of experience in fundraising, individual giving, donor relations, advancement, development, or comparable relationship-based work.
- Demonstrated ability to develop and maintain strong relationships with donors, clients, community leaders, or other external stakeholders.
- Experience soliciting philanthropic gifts strongly preferred.
- Experience managing a donor or prospect portfolio preferred.
- Strong interpersonal skills and comfort engaging with donors, prospective donors, Board members, artists, collectors, community leaders, and other stakeholders.
- Ability to confidently communicate an organization's mission and connect institutional priorities to opportunities for philanthropic support.
- Excellent written and verbal communication skills.
- Strong organizational skills with consistent attention to follow-up and relationship management.
- Ability to manage multiple relationships and priorities independently while collaborating effectively with colleagues.
- Sound judgment and ability to handle sensitive donor and financial information with discretion and confidentiality.
- Experience working with donor databases, CRM systems, or other relationship-management tools preferred.
- Knowledge of Detroit's philanthropic, cultural, business, and civic communities is strongly preferred.
- Experience in arts and culture or the nonprofit sector is preferred but not required.



- Interest in contemporary art and commitment to MOCAD's mission and role within Detroit.

Work Environment

This position requires regular interaction with donors and prospective donors both at MOCAD and throughout the community. Some local travel is required for donor meetings and cultivation activities.

Evening and weekend availability is occasionally required for exhibition openings, programs, donor events, the annual gala, and other Museum activities. MOCAD operates in a collaborative environment, and occasional duties outside the position's primary responsibilities may be required in support of Museum operations and institutional priorities.

To Apply

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.