



MUSEUM OF CONTEMPORARY ART
CLEVELAND

SENIOR DEVELOPMENT OFFICER

COMPANY:	Museum of Contemporary Art
APPLICATION DEADLINE:	Open until filled
WEB ADDRESS:	mocacleveland.org
SCHEDULE:	Full -time, exempt
DEPARTMENT:	Institutional Advancement
COMPENSATION:	Commensurate with experience

ABOUT MOCA

As the region's only contemporary art museum, the Museum of Contemporary Art Cleveland leads the way in shaping and advancing contemporary culture. We are global and local, Cleveland at our core with a cosmopolitan skin. MOCA enthusiastically promotes experimentation and exploration through engaging with contemporary art and ideas. Grounded in the community, MOCA welcomes all audiences and employs a smart, creative, and diverse workforce. MOCA values an entrepreneurial spirit in our work culture, supporting an enterprising staff that anticipates and reacts nimbly to change while embracing new opportunities and challenges. Success of the individual directly impacts success of the institution, so MOCA holds every employee to a high standard of excellence with the expectation that everyone understands and participates in the institutional goals.

POSITION DESCRIPTION

Reporting to the Director of Institutional Advancement, the Senior Development Officer is responsible for managing and expanding major gifts support of all campaigns (including but not limited to individual, corporate, and project/exhibition specific) for MOCA Cleveland, including implementation of the strategic plan development growth initiatives, prospect research, cultivation activities, customized stewardship, and relevant communication strategies. This position will assume other tasks and responsibilities as needed and assigned by the Director of Institutional Advancement.

DUTIES AND RESPONSIBILITIES

DONOR RELATIONS

- Manages Donor and Business constituents in order to achieve financial goals.
- Manages renewals, solicitations, tracking and reporting.
- Maintains a portfolio of donors and prospects, maintaining accurate and complete records of contact.
- Assists Director of Institutional Advancement with relevant Board and Advisory Committees.
- Aligns activities and individual giving to ensure the regular matriculation of donors.
- Builds partnerships with individuals, museums, academic institutions, community organizations, and patrons to help garner support and resources for programs.
- Builds and cultivates relationships with local, regional, and national stakeholders.
- Oversees all Annual Fund efforts.

ADVANCEMENT PLANNING

- Works cross-departmentally on advancing the Strategic Plan through Development efforts.

- Develops and implements a prospect and moves management system of research, face-to-face meetings and solicitations, comprehensive follow up, acknowledgement and stewardship of donors of \$1,000-\$5,000 annually.
- Works closely with Director of Institutional Advancement, Executive Director, and Board of Directors to manage portfolios of prospects and donors.
- Creates opportunities to identify and cultivate new prospects in addition to increasing support of current donors
- Assists the Director of Institutional Advancement in providing support to the Board for fundraising initiatives.
- Helps to secure exhibition funding opportunities identified by the Curatorial team, Executive Director, and Director of Institutional Advancement.

PROGRAMS AND EVENTS

- Works with Manager of Patron Events + Member Engagement to generate ideas for Patron programs, donor cultivation events, and stewardship opportunities.
- Supports Manager of Patron Events + Member Engagement on strategy and execution of Patron events and programs to ensure an exceptional donor experience.
- Facilitates travel opportunities to art fairs and other cultural destinations, accompanying Patron travelers when appropriate.

JOB SPECIFIC QUALIFICATIONS

- Minimum of 5 years of prior fundraising experience.
- Understanding of and experience in fundraising concepts and strategies.
- Comfortable with one-on-one meetings with donors and prospects.
- A successful candidate will be an effective communicator, strategic thinker, opportunity seeker, and comfortable in and adaptable to diverse social environments.
- Occasional evening and weekend availability to accommodate events and meetings.
- Fluency in English: speaking, reading and writing.
- Valid driver's license and insurance.
- Some travel may be required.

All MOCA employees are expected to possess the following characteristics:

- Interest in, and inspired by, contemporary art and culture.
- Positivity and enthusiasm with outstanding interpersonal and communication skills that enable collaborative interaction with all levels of management, staff and the public.
- Keen multi-tasking and organizational abilities as well as superior time management skills and the ability to meet deadlines.
- Dedication to ensuring every project's success, with the nimble responsiveness to accommodate frequently shifting priorities.
- Computer competency with Microsoft Office and Google Apps, as well as with software specific to the position.
- Maintains current knowledge of the industry and engages in critical cultural discourse.

REPORTING RELATIONSHIPS

- This position reports to the Director of Institutional Advancement.



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CONTACT INFORMATION

Email cover letter, résumé, and contact information for 3 professional references to Christina Eagleeye-Wilson at cwilson@mocacleveland.org.

Your cover letter should include:

1. Why you will be a perfect fit for this job.
2. A current or past MOCA exhibition or program that you attended, or perhaps a life-changing experience with art.
3. Whether you were referred by a MOCA employee or someone else affiliated with MOCA.

Please use the subject line **SENIOR DEVELOPMENT OFFICER POSITION**.

Incomplete submissions will not be considered.

No phone calls please.