

## **POSITION: ASSISTANT DIRECTOR OF DEVELOPMENT**

**SUMMARY:** The Assistant Director of Development reports directly to the Director of Development. He/She supports the department in implementing and executing all areas of the multi-faceted fundraising plan with direct responsibility for corporate support and special fundraising initiatives. He/She has direct oversight for revenue development as it relates to but not limited to MOCA's Boardwalk Art Show and fundraising events. The Assistant Director of Development provides direction to the development coordinator as it relates to events, works cooperatively with other departments, and members of MOCA's Board of Trustees. This position cultivates external relationships and solicits sponsorships and donations.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Cultivate and steward corporate donors for the museum:
  - Maintain a portfolio of corporate donors and prospects
  - Cultivate new partnerships for MOCA's exhibitions and programs
  - Secure and nurture in-kind contributions for the museum to include but not limited to media, catering and hospitality, technology and equipment, etc.
  - Oversee benefit execution for corporate supporters
  - Design and maintain a corporate communications plan
  
- Fundraising events: (Events include but are not limited to MOCA's annual boardwalk art show, the House of Blues, and Artini.)
  - Evaluate annually event efficiencies and impact using data to create a plan for profitability, and growth with attention on recruiting artists and vendors, marketing/PR, ticket sales, sponsorship, communications, and new income generating initiatives. Provides oversight on the execution of the events plan.
  - Develop and manage budgets
  - Collaborate with marketing staff to promote events and meet or exceed budget goals
  - Recruit and manage volunteer committee chairs
  - Grow sponsorship revenue (cash and in-kind) and nurture relationships to ensure retention
  - Supervise third party contractor assisting with sponsorship development
  - Act as liaison to City of Virginia Beach Convention & Visitors Bureau, Resort Management, Beach Events and professional organizations such as the Virginia Beach Hotel Association to cross promote and share resources and to ensure adherence to City policies and procedures.
  - Responsible for the overall logistics of the art show: safety and security, physical layout, mechanical requirements, and permits, fiscal accountability and profitability
  - Work with the development coordinator on event logistics
  - Ensure events conform to the highest standard to include but not limited to: safety and security of guests, ABC regulations, bartender training
  - Create and implement new fundraising initiative (s) to meet the revenue needs of the museum
  
- Other Duties:
  - Serve as the staff liaison for Generation MOCA (MOCA's under 40 auxiliary board), facilitating engagement with MOCA and supporting their subsequent activities
  - Serve as the MOCA representative for the ViBe district
  - Represent MOCA at both museum events and other community events
  - Support needs of the department in execution of membership and donor activities
  - Support other departments as needed
  - Other duties as assigned

### **REQUIRED QUALIFICATIONS**

Bachelor's degree in development, marketing, communications, event management, business, or related area of interest required. Minimum of 3 year's experience in non-profit development, or related field. Experience with successful solicitation of sponsorship and gifts required. Demonstrated experience in successful planning and project management. Candidate must be a self-starter, highly organized, and detailed with a strong ability to multi-task. Position requires high-energy, strong leadership, excellent interpersonal and communication skills both oral and written. Must be proficient in computer programs and Microsoft Office Suite.

**ADDITIONAL REQUIREMENTS:**

Prolonged standing, sitting, and computer usage  
Physically fit and tolerant of varying outdoor weather conditions for prolonged periods  
Flexible work schedule some nights, early mornings, and weekend hours  
Ability to work long hours as needed  
Ability to lift 10-20 pounds or greater (heavy lifting during events)  
Valid driver's license and dependable transportation  
Maintains working standards and best practices for the museum, as defined in employee handbook and by the American alliance of Museums

To apply, email cover letter, resume, and salary requirements to Emily Barnhill at [emily@virginiamoca.org](mailto:emily@virginiamoca.org). Please, no phone calls.