



## **POSITION: DIRECTOR OF DEVELOPMENT**

**SUMMARY:** The Director of Development is a member of senior management reporting directly to the Executive Director. This position has supervisory responsibility and is accountable for building relationships in the community to raise awareness, garner support, and generate revenue for MOCA.

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

- Work closely with Executive Director and Board of Trustees to cultivate relationships with businesses, grant/foundation managers, and individual supporters to obtain financial and/or in-kind backing for MOCA's Boardwalk Art Show, events, exhibitions, and programs.
- Research new grant opportunities and oversee the writing and compilation of major grant submissions.
- Work with other departments and MOCA's grant writer to research and write project grants.
- Prepare and manage departmental budget, work with development staff to contain costs and to meet revenue goals.
- Foster relationships with businesses and individuals who provide major support by regular communication and updates.
- Work with the Public Relations Specialist to market MOCA, its exhibitions/events and to ensure proper sponsor recognition.
- Manage organization's annual giving fund and membership initiatives working closely with respective staff to meet yearly goals.
- Work closely with other department directors and the Executive Director to carry out organization's strategic plan as it applies to the department of development.
- Represent MOCA at community functions such as, but not limited to, meetings and events held by major grant funders, community events and/or speaking engagements, meetings relevant to the City of Virginia Beach, and arts advocacy events.
- Commit to continuing education by being an active member of local organizations for development professionals, such as the Planned Giving Council of Hampton Roads and the Association of Fundraising Professionals, and apply new information to MOCA development practices as needed.
- Plan strategically for next fiscal year while still cultivating revenue and awareness for current fiscal year.
- Provide direction and support to the Assistant Director of Development, Development Manager, Development Coordinator and office support staff as needed.
- Maintain a working knowledge of and adherence to standards of the American Association of Museums.

### **REQUIRED QUALIFICATIONS:**

Bachelor's degree or above is required. Proven managerial effectiveness and leadership experience is required. Must possess strong intrapersonal, oral, and written communication skills, including grant writing research and experience, and public speaking. Must be able to think and to plan long-term regarding revenue streams. Must demonstrate proficiency in Microsoft Office Suite. The Director of Development must be highly self-motivated and work well independently, but he/she must lead a staff toward increased revenue goals and work strategically with other department directors and the Executive Director.

**ADDITIONAL REQUIREMENTS:** This position requires occasional evening and weekend hours. Limited travel is also required.

**APPLICATION INFORMATION:** Please send a resume, cover letter, and salary requirement to [Debi@VirginiaMOCA.org](mailto:Debi@VirginiaMOCA.org). No phone calls please.

### **ORGANIZATION**

MOCA is a nonprofit institution founded in 1952 to foster awareness, exploration, and understanding of the significant art of our time. Regularly changing exhibitions feature painting, sculpture, photography, glass, video, and other visual media from internationally acclaimed artists as well as artists of national and regional renown. By balancing its four primary activities—gallery exhibitions, studio art classes, educational outreach programs, and outdoor art shows—MOCA seeks to involve a diverse regional public in the rich and active language of contemporary visual art.