

Director of Development, Museum of Arts & Sciences

Due to internal reorganization the Museum of Arts and Sciences (MOAS) in Daytona Beach, FL seeks a Director of Development for one of the largest and most prestigious arts and cultural not-for-profits in the Central Florida region. The ideal candidate will be experienced in the not-for-profit sector and have a track record of innovation and success in building annual fund programs and identifying, developing and soliciting new donors and income sources.

The Director of Development is a member of the organization's senior management team and heads the Development department, which is responsible for managing all aspects of the museum's fundraising program, including grant applications and reporting, individual giving, the membership program and annual fund development. This position works closely with the Executive Director to grow and enhance the organization's support base and diversify its range of fundraising activities and will be tasked with helping grow and maintain the organization's membership and securing new donors and sponsors. The Membership & Volunteer Coordinator reports to this position. Grant writing and administration will form a significant portion of this position's responsibilities so experience in those areas is a must.

Founded in 1955, MOAS moved to its current site in 1971 and grew to around 100,000ft² through a number of endowed capital projects as the collections grew. Today MOAS continues to operate the original museum, which has recently undertaken a \$6.4m project to rebuild its West Wing and to relocate and upgrade the planetarium, which also features a hands-on children's science center, the Charles & Linda Williams Children's Wing. In February 2015 MOAS opened the \$14.3m Cici and Hyatt Brown Museum of Art on the same campus, a 26,000ft² facility dedicated to Florida art. MOAS also owns Gamble Place in nearby Port Orange, a collection of historic buildings set in a 180 acre nature preserve that is currently operated in collaboration with a local partner organization.

Responsibilities:

- Maintain close working relationships with the Executive Director to identify, define, acquire and steward funding resources.
- Support the work of the Executive Director and board members to cultivate and solicit major donations
- Oversee a comprehensive and balanced fund development program as an aspect of the Museum's overall management program.
- Steward relations with current and past members and donors as well as external funding sources such as corporations, foundations and government grant agencies.
- Research and produce annual and unique project-based grant applications and manage the administration and reporting requirements of new and existing grants already awarded.
- Aggressively seek new private, public, corporate and foundation funding sources through the direct solicitation of contributions and writing of grant proposals.
- Appropriately represent the Museum, its board and executive director to donors, prospects, grant reviewers and regulators.
- Monitor and ensure institutional compliance to restricted donations and grants.

- Maintain prospect research and donor records, gift management systems, cultivation activities, acknowledgement procedures and recognition programs. Produce reports on philanthropic activities as needed by the Executive Director and other departments.
- Work collaboratively with senior staff members to identify and prioritize funding projects, and possible new sources of economic support.
- Establish, monitor and report performance measures to help the executive team and board evaluate the effectiveness of the organization's fund development program.
- Assure sound fiscal operation of development functions, including developing and maintaining departmental budgets, record-keeping and documentation.
- Maintain knowledge about and relations within the external environment as it relates to and affects the Museum's mission, goals, interests and fund development.
- Serve as a community ambassador, resource and advocate on behalf of the Museum, representing the Executive Director at events and programs as needed.
- Stay informed of new developments and trends in the field of philanthropy and non-profit management

Educational Requirements:

Master's Degree in a related field preferred; or Bachelor's Degree in a related field with demonstrable experience in a Development position, preferably in a museum or cultural sector environment. Evidence of specialized training and/or certification in not-for-profit fundraising. Experience with Blackbaud Raiser's Edge database systems is desirable.

General Requirements:

- Demonstrates an ability to understand and articulate a commitment to the mission and values of MOAS.
- Demonstrates a high standard of personal integrity and ethics.
- Ability to lead or collaborate with others and work effectively as a member of a team, building and maintaining productive relationships with our donors, visitors and colleagues.
- Self-motivated and able to prioritize multiple tasks
- Excellent public speaking skills
- Excellent time and project management skills
- Superior writing and verbal communication skills
- Ability to adapt to change
- Ability to produce and work within departmental and project budgets
- Proficiency in Microsoft Office Suite software

The ideal candidate should be experienced in the arts and cultural not-for-profit sector and have experience of working with membership programs. MOAS uses Blackbaud software including the Raiser's Edge database so experience using that system is highly desirable. The Director of Development will play a key role in revising and updating the museum's fundraising activities as part of the strategic planning process planned for 2016.

We offer a competitive salary and full benefits for the right candidate, along with the opportunity to work with impressive collections in a newly renovated and expanding building. For more details about the Museum of Arts & Sciences please visit www.moas.org . Interested applicants should send a cover letter, resume and salary requirements to the Executive Director, at asandall@moas.org