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([HTTPS://WWW.VMFA.MUSEUM/ABOUT/JOB-POSTING/CORPORATE-FOUNDATION-STEWARDSHIP-COORDINATOR-SALARIED-NON-EXEMPT/#](https://www.vmfa.museum/about/job-posting/corporate-foundation-stewardship-coordinator-salaried-non-exempt/#))

EXPLORE ABOUT VMFA 

About VMFA (<https://www.vmfa.museum/about/>) » Job Postings (<https://www.vmfa.museum/about/job-posting/>) » Corporate and Foundation Stewardship Coordinator – (Salaried, Non-Exempt)

## Corporate and Foundation Stewardship Coordinator – (Salaried, Non-Exempt)

The Virginia Museum of Fine Arts Foundation (VMFAF) has an excited opportunity for a qualified candidate to fill the role of Corporate and Foundation Stewardship Coordinator (full-time) position in the Office of Development/Institutional Giving.

Under the direction of the Manager of Institutional Giving, this positions supports the cultivation, acquisition, and stewardship of corporate, foundation and federal government donors who contribute to the Museum's exhibitions, education programs, and special projects. The position provides fundraising and stewardship support to bolster the overall success of the Institutional Giving team.

The successful candidate will have excellent written and communication skills and demonstrates oneself as a proactive worker with a high attention to detail. Ability to work with corporate and foundation leaders and staff collegially throughout the museum. Proven ability to multi-task a variety of responsibilities in a timely manner. Experience with Raiser's Edge database preferred. Demonstrated ability with MS Word, PowerPoint and Excel.

Bachelor's Degree required; advanced degree preferred. Minimum of three (3) to five (5) years of experience working in a museum, university or corporate environment.

Please submit a brief cover letter, with salary requirements along with an updated resume and writing sample to: [recruitment@vmfa.museum](mailto:recruitment@vmfa.museum). (<https://www.vmfa.museum/about/job-posting/corporate-foundation-stewardship-coordinator-salaried-non-exempt/recruitment@vmfa.museum>)

This posting is open until filled.

Please contact our HR Office at (804)-340-1485, if assistance is needed. EEO/AA, Virginia Values Veterans (V3) Certified Employer.

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### VMFA Job Postings

Corporate and Foundation Stewardship Coordinator – (Salaried, Non-Exempt) (<https://www.vmfa.museum/about/job-posting/corporate-foundation-stewardship-coordinator-salaried-non-exempt/>)

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[Get Tickets \(https://www.vmfa.museum/exhibitions/\)](https://www.vmfa.museum/exhibitions/)

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[Accessibility \(https://www.vmfa.museum/visit/plan-ahead/access-programs/\)](https://www.vmfa.museum/visit/plan-ahead/access-programs/)

[Best Café \(https://www.vmfa.museum/visit/dining/best-cafe/\)](https://www.vmfa.museum/visit/dining/best-cafe/)

[Amuse Restaurant \(http://vmfa.museum/visit/dining/amuse-restaurant/\)](http://vmfa.museum/visit/dining/amuse-restaurant/)

[Gift Shop \(https://www.vmfa.museum/shop/\)](https://www.vmfa.museum/shop/)

## Explore the Art

[Exhibitions \(https://www.vmfa.museum/exhibitions/at-the-museum\)](https://www.vmfa.museum/exhibitions/at-the-museum)

[At the Museum \(https://www.vmfa.museum/exhibitions/at-the-museum\)](https://www.vmfa.museum/exhibitions/at-the-museum)

[Upcoming \(https://www.vmfa.museum/exhibitions/upcoming-exhibitions/\)](https://www.vmfa.museum/exhibitions/upcoming-exhibitions/)

[Past \(https://www.vmfa.museum/exhibitions/past-exhibitions/\)](https://www.vmfa.museum/exhibitions/past-exhibitions/)

[Traveling \(https://www.vmfa.museum/exhibitions/traveling-exhibitions/\)](https://www.vmfa.museum/exhibitions/traveling-exhibitions/)

[Collections \(https://www.vmfa.museum/collections/\)](https://www.vmfa.museum/collections/)

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[Curators \(https://www.vmfa.museum/collections/curators/\)](https://www.vmfa.museum/collections/curators/)

[Advanced Search \(https://www.vmfa.museum/collections/search-collections/?\)](https://www.vmfa.museum/collections/search-collections/)

[Provenance Research \(https://www.vmfa.museum/collections/vmfa-and-provenance-research/\)](https://www.vmfa.museum/collections/vmfa-and-provenance-research/)

[Curatorial Inquiries \(https://www.vmfa.museum/collections/curatorial-inquiries/\)](https://www.vmfa.museum/collections/curatorial-inquiries/)

## Get Involved

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[Kids & Families \(https://www.vmfa.museum/youth-studio/\)](https://www.vmfa.museum/youth-studio/)

[Teens \(https://www.vmfa.museum/teens/\)](https://www.vmfa.museum/teens/)

[College \(https://www.vmfa.museum/programs/college/\)](https://www.vmfa.museum/programs/college/)

[Adults \(https://www.vmfa.museum/studio-school/\)](https://www.vmfa.museum/studio-school/)

[Educators \(https://www.vmfa.museum/programs/educators/\)](https://www.vmfa.museum/programs/educators/)

[Statewide Programs \(https://www.vmfa.museum/statewide/\)](https://www.vmfa.museum/statewide/)

[Library \(https://www.vmfa.museum/library/\)](https://www.vmfa.museum/library/)

[Support \(https://www.vmfa.museum/support/\)](https://www.vmfa.museum/support/)

[Membership \(https://www.vmfa.museum/membership/\)](https://www.vmfa.museum/membership/)

[Ways to Give \(https://www.vmfa.museum/support/ways-to-give/\)](https://www.vmfa.museum/support/ways-to-give/)

Volunteer (<https://www.vmfa.museum/support/volunteer/>)  
Museum Leadership (<http://vmfa.museum/about/leadership/>)

## Free. Open 365. Today Until 9 pm.

Museum Hours  
Open 365 days a year.

Daily: 10 am – 5 pm  
Thu and Fri until 9 pm

Address  
200 N. Boulevard  
Richmond, VA 23220

Information  
804.340.1400

Library  
Mon – Fri: noon – 5 pm

About (<https://www.vmfa.museum/about/>) Contact (<http://vmfa.museum/about/organizational-chart-and-contacts/>)  
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Contracting Opportunities (<https://vmfa.museum/wp-content/uploads/2015/04/VMFA-Contracting-Opportunities.docx>) |

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