



VIRGINIA MUSEUM OF FINE ARTS

#### Development Officer-VMFA Foundation

The Virginia Museum of Fine Arts Foundation seeks a Development Officer to manage the identification, cultivation and successful solicitation of a pool of prospects and donors of outright and planned gifts which meet the fundraising goals and priorities of the Museum.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Working with key staff and volunteers, develop and execute solicitation strategies for major gifts, both outright and planned;

Maintain a portfolio of 150 prospects and donors rated at \$25,000 and up;

Execute 25 personal prospect/donor 'moves' per month reflecting significant prospect movement from identification to cultivation to solicitation to stewardship;

Assist in setting and then achieving annual goals for major gifts;

Solicit annual/membership gift renewals and upgrades on an ongoing basis; contribute to the overall stewardship of leadership level donors;

Develop individualized proposals and create giving opportunities for planned and outright major gift prospects;

Utilize the Raisers Edge database to the full extent of its capacity;

Play a key role in project planning and implementation of wealth screening results and related prospect outreach plan;

Contribute significantly to major gifts team including collaborative gift and cultivation strategies, pipeline updates, tax law changes and stewardship opportunities.

Serve as a liaison with a Curatorial department, for Advancement purposes.

EDUCATION and/or EXPERIENCE: Bachelors degree or advanced degree preferred. Experience in successful major gift solicitations and closings required, as is expertise with a donor database, preferably Raisers Edge.

ADDITIONAL INFORMATION. Position requires strong writing and communication skills and excellent organizational abilities. The Development Officer must have the ability to work as a collegial team member within the development office, with colleagues in the museum and with key volunteers including Trustees and Directors. Must be conversant with fundraising issues and trends as well as museum issues and trends. A security background check is required.

#### OTHER:

Willingness to work occasional evenings and weekends and travel occasionally.

To apply, submit your letter of intent and resume/cover letter along with your salary history to [bobby.graves@vmfa.museum](mailto:bobby.graves@vmfa.museum) or mail to:

Virginia Museum of Fine Arts

Human Resources Office

Attention: Bobby Graves, HR Recruitment Specialist

200 N. Boulevard

Richmond, Virginia 23220

Please contact the HR office at 804.340.1482 if you need assistance. Open until filled. The Virginia Museum of Fine Arts is accredited by the American Association of Museums. EOE/AA, Virginia Values Veterans (V3) Certified Employer.

Read more at <https://vmfa.museum/about/job-posting/development-officer-vmfa-foundation/#lOw8gTs9xQEF4TJp.99>