

## **VP of Development**

The Museum of Latin American Art (MoLAA) seeks an experienced VP of Development to lead its fundraising team during this exciting time of expansion. The VP of Development serves as the chief fundraising officer, providing strategic development and implementation of major gift and capital fundraising campaigns. The VP of Development participates as a member of the senior management team, working closely with the President and Board of Directors to formulate and implement policies and plans to meet MoLAA's short and long-term objectives. This position offers an excellent salary, and a generous benefit package.

### **Essential Functions:**

- Create and implement a comprehensive result-oriented fundraising operating plan to achieve the department's annual goals.
- Develops short and long term fundraising goals detailing objectives, schedules and budgets
- Create and oversee donor cultivation programs.
- Research and identify potential sources of funding and develop major gift strategies.
- Write grant proposals and supervise the development and submission of additional grant requests from individuals, private foundations, corporations, and government agencies.
- Develop appropriate donor recognition programs.
- Develop and maintain an aggressive marketing strategy for the museum and its Capital Campaign efforts.
- Oversee development staff.
- Perform other related duties as assigned.

### **Knowledge /Skills/Experience Required:**

- BA or BS in Marketing, Communications, Non-profit Management or Business Management
- Five years management experience, including: personnel supervision, and planning
- Demonstrated knowledge of progressively responsible experience in fund raising with a proven track record
- Demonstrated leadership qualities: ability to motivate and lead people, effective communication skills, both written and verbal, and strong organizational skills
- Ability to work both independently and part of a team
- Experience in non-profit arts management is preferred
- Excellent organizational skills: able to set priorities and achieve goals.
- Highly organized, be detail oriented and able to manage simultaneous priorities under pressure.
- Demonstrate a willingness to uphold ethical standards in fundraising practices.
- Intermediate/advanced knowledge of Microsoft Word, Excel, PowerPoint, Outlook and database management, Raiser's Edge experience a plus
- Bilingual in Spanish is a plus

### **Application Procedure:**

To be considered for this position, applicants must meet qualifications and must submit a letter of interest, resume, and salary history to [jobs@molaa.org](mailto:jobs@molaa.org)