

POSITION TITLE: Director of Philanthropy

STATUS: Full-time Exempt

REPORTS TO: Vice President of Development

ABOUT THE MUSEUM OF LATIN AMERICAN ART

The Museum of Latin American Art (MOLAA) in Long Beach, California is the only museum in the western United States that exclusively features contemporary Latin American and Latinx art.

MISSION

The Museum of Latin American Art expands knowledge and appreciation of modern and contemporary Latin American and Latinx art through its collection, ground-breaking exhibitions, stimulating educational programs and engaging cultural events.

POSITION DESCRIPTION

The Director of Philanthropy will serve as a member of the Development team. Reporting to and working closely with the Vice President of Development, the Director will manage all aspects of membership and annual giving, with particular emphasis on strengthening and growing the Museum's existing membership program and individual annual giving.

The Museum of Latin American Art – or MOLAA – is the only museum in the United States dedicated to Latin and Latin American Art. Serving nearly 60,000 visitors annually, MOLAA is at an exciting moment in its history with bold ambitions for the future. Audience development and increased fundraising and memberships are vital to achieving the Museum's ambitions and vision. A team of committed non-profit and museum professionals is working collaboratively to create a blueprint for the future.

Disclaimer: This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer

ESSENTIAL FUNCTIONS:

- Manage the research, solicitation and writing of all grants, including private foundation grants, Government grants, and corporate grants.
- Oversee the Museum's membership program with emphasis on cultivating, stewarding, and growing the President's Circle; launching a Young Patrons Group; and encouraging members to support the Museum's Annual Fund
- Create, manage and execute all mailings including year-end giving campaigns; membership renewals and acquisitions; and acknowledgements
- Conduct research on members to identify prospects for President's Circle, major gifts and planned giving.
- Define quantitative performance metrics for membership and annual giving; track and report membership and annual giving data and ensure that the programs meet annual revenue goals.
- Solicit members to support the Museum's annual gala, including individual donations, corporate sponsorships and auction solicitations.
- In partnership with the Director of Events, conceive, manage and evaluate the Museum's development events in order to create an engaging program of membership events that encourage members to deepen their engagement with and support of the Museum
- In partnership with the Marketing and Communications Manager and Graphic Designer, create

content for member invitations, e-blasts and calendars.

- Develop marketing materials for membership and solicitation materials as needed.
- Lead Museum tours for members and donors.
- Supervise Membership & Donor Database Manager.
- Assist with other general tasks as necessary.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent specialized experience preferred.
- Exceptional communication skills and the ability to effectively listen
- Demonstrates the ability to respond with a high degree of urgency to the needs and requests of others, internally and externally
- Must be comfortable interacting with the public and provide exceptional visitor service
- Creative and able to work with individuals of diverse backgrounds, ages, and educational levels
- High level of energy, motivation, persistence and a positive attitude
- Displays cultural sensitivity and flexibility
- Computer literacy (MS Office, Outlook, Internet) Fully Digital skills. Knowledgeable in video conferencing software, including but not limited to Zoom, Google Meet, Cisco Web Ex.
- Ability to work effectively in both team environments and in self-directed situations
- Ability to manage multiple projects and plan work to maximize efficiency
- Ability to maintain positive personal relationships in a broad range of situations
- Some evening and weekend shifts are required
- Bilingual: Spanish a plus.

PHYSICAL DEMANDS

- Stand/Sit and walk around for extended periods of time, especially during events
- Ability to sit in front of computer monitor for extended periods as necessary
- Ability to lift up to 15 lbs.

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