

TAMPA MUSEUM OF ART

MEMBERSHIP AND INDIVIDUAL GIVING MANAGER



Located along the beautiful downtown waterfront of Tampa, Florida, the Tampa Museum of Art (TMA) is one of Florida's Gulf Coast premier art museums, serving the community since its founding in 1920. TMA opened its award-winning new building in 2010 with a commitment to provide innovative public programs with a focus on ancient, modern, and contemporary art. The Museum balances a growing collection, including one of the largest Greek and Roman antiquities collections in the southeastern United States, with a dynamic annual schedule of special exhibitions and events. The region's largest institution devoted to the art of our time, TMA has fostered a reputation for presenting contemporary photography and new media; most notably, Leo Villareal's *Sky* (Tampa), a 14,000 square-foot LED installation on its south façade, has become an iconic landmark for Tampa. Since its founding, the Museum has been dedicated to providing quality education to students and adults, with more than half of its programs offered free of charge, the Museum has emerged as Tampa's premier venue for special events and is home to Riverwalk Café at TMA, a café featuring favorite local flavors overlooking the Hillsborough River.

THE OPPORTUNITY

The Tampa Museum of Art (TMA) seeks a full-time Membership and Individual Giving Manager. This individual will be responsible for building relationships to manage a portfolio of engaged and inspired donors, a role critical in contributing to the long-term growth and success of the Tampa Museum of Art.

Reporting to the Director of Development, this position underpins the effective running of the Development team by supporting donor stewardship and focusing on individual supporters who give as members and patrons.

RESPONSIBILITIES

- Responsible for all aspects of implementing, managing, and overseeing the Museum's membership and patron programs.
- Manage and implement annual plan to attract, retain, upgrade and service Museum members on a local and regional basis.
- Assist in the maintenance of a prominent social media presence on several platforms as it relates to Membership and Individual giving, execute social media campaigns and maintain a focus on web and electronic communications ensuring consistency of information at all touch points. Write and/or edit and maintains the content of the Museum's website membership pages and other publications pertaining to department responsibilities which includes proofing, creative ideas, and working with Marketing Manager.
- Assist the Corporate and Foundation Relations Manager, Special Events Manager, and the Director of Development in identifying members and individuals and obtaining support for philanthropic giving, event sponsorship, annual fund appeals, and other fundraising campaigns.
- Regularly create reports on the status of membership and development efforts for the Executive Director, Board, and other Museum partners.
- Work with the Director of Development to coordinate appreciation, recognition, post-program or event reporting, and continued involvement or stewardship of each member, donor, or sponsor.
- Must attend all Member and Patron events, including evenings and weekends.

PHYSICAL REQUIREMENTS

- This position is considered to be a "Light Work" position. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. The use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time.
- Close visual acuity is required to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; etc.
- Able to frequently communicate with guests and co-workers about museum events and exhibits. Must be able to exchange accurate information in these situations.
- Able to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

QUALIFICATIONS

- College diploma or equivalent required
- 3+ years development experience, preferably in a Museum or arts-focused organization
- Must work enthusiastically, respectfully, and professionally with a diverse group of audiences and possess a passion for helping people discover and explore
- Excellent proficiency in Microsoft Office Suite, HTML, Data entry and e-Commerce
- Ability to learn and use the Museum's database management software (Raiser's Edge) and point-of-sale system (SiriusWare)
- Ability to learn and use the Museum's e-communications system (MailChimp)

- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Able to work independently and to carry out assignments to completion within parameters of instruction given, prescribed routines, and standard accepted practices
- Develop a working knowledge of the art in the galleries as well as TMA's events and programs
- Interpersonal Relations – Establishes rapport with others at all organizational levels; shows respect for others; considers and responds to the needs, feelings, and capabilities of others; establishes and maintains an open dialogue with others; works with others in a healthy and productive way
- Communication – Oral and written communication expresses ideas and facts in a clear and understandable manner appropriate for the individual or group; listens to and comprehends what others are saying
- Self-Management – Assesses own skills and abilities and identifies areas for improvement; willingly accepts constructive feedback; can work independently, or as part of a dynamic team; is able to produce under tight deadlines; can successfully handle multiple projects; possesses excellent organizational skills
- Personal Integrity and Professional Conduct – Demonstrates dependability, honesty, integrity, trustworthiness, and credibility; models appropriate professional behavior; accepts responsibilities for own actions; maintains confidentiality; upholds ethical standards
- Adaptability – Adjusts, modifies own behavior, remains flexible in response to changing situations and environments, new or rapidly changing information, and unexpected obstacles; maintains high performance, emotional composure, objectivity, and balanced perspective under pressure and shifting priorities
- Organizational Awareness - Uses the organization's formal and informal social, political, and technical structures to build relationships, negotiate solutions and accomplish goals. Stays open-minded, embracing key elements of diverse perspectives, adapting strategies as needs, expectations or the organizational climate evolve. Gets positive results for clients and/or visitors and other stakeholders, based on accurate assessments of what is realistic and whose support is essential.

The above statements reflect the general duties and responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the positions. Other duties may be assigned that are not listed in the above description and the TMA may change the specific job duties with or without prior notice based on the needs of the organization.

To Apply:

Please submit your resume and a cover letter via email to: development@tampamuseum.org