

**Florida Department of State  
Division of Historical Resources  
Bureau of Historical Museums**

**Job Title:** Operations & Management Consultant II – SES - 45000202  
Working title: Development and Financial Director, Museum of Florida History

**Location:** Tallahassee, Florida

The Museum of Florida History (MFH) is one of Florida's most prominent cultural treasures and the only statewide institution encompassing a comprehensive overview of Florida history. Opened to the public in 1977 and accredited by the American Alliance of Museums since 1986, the Museum's mission is to collect, preserve, exhibit, and interpret human culture in Florida and to promote and encourage knowledge and appreciation of Florida history throughout the state. To learn more about the Museum, please visit [www.museumoffloridahistory.com](http://www.museumoffloridahistory.com).

The Museum of Florida History seeks an energetic, detail-oriented, creative, and experienced professional to serve on the Museum's leadership team. The Museum is looking for someone excited by the challenge of attaining support for expanded outreach, new exhibits, and programs that enhance deep connections to the Museum and its mission. The Development and Financial Director will secure non-State funding, oversee the citizen support organization Friends of the Museums of Florida History, Inc., and manage the membership program. The ideal candidate will be able to successfully provide the vision and leadership to achieve the Museum's development goals.

The position is eligible for full State of Florida benefits, including health insurance and paid vacation and sick leave.

**Salary: \$38,659.92 - \$40,739.00**

**To read the full job description and to apply, please go to:**

<https://jobs.myflorida.com/job/TALLAHASSEE-DOS-Operations-&-Mgmt-Consultant-II-SES-45000202-FL-32399/926258500/>

**DUTIES AND RESPONSIBILITIES:**

- Serves as the Development and Financial Director of the Museum of Florida History and works with Museum staff, Division colleagues, the Citizen Support Organization, and other stakeholders in support of the Museum's educational mission.

- Works with the Museum staff and Citizen Support Organization board to research, identify, and plan projects to secure non-state funding through contributions, grants, sponsorships, membership, earned income activities, and special events. Develops, implements, conducts, and evaluates activities. Plans and coordinates Citizen Support Organization board meetings. Provides reports as assigned. Oversees recording and preparation of meeting minutes.
- Provides administrative support for the development activities of the CSO Board, including contribution acknowledgment, mail campaigns, sponsorship materials, and oversight of financial and administrative records. Facilitates receipt of funds. Maintains records and correspondence related to all contributions and funding sources. Prepares and monitors budget for CSO administrative and program activities.
- Prepares and submits proposals and reports; and compiles or creates relevant visual material. Prepares grant applications and manages and tracks grants received. Prepares administrative and financial reports related to grants.
- Develops and manages museum membership program and all membership development activities, and serves on Museum exhibits and project teams.
- Directs and supervises activities of staff, including retail shop manager, and administrative assistant; approving timesheets and leave requests; conducting work plans and appraisals, and taking corrective action when necessary.
- Performs other related duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university
- Three years of full-time experience in a development, financial management, or fundraising role in a non-profit organization, or cultural or educational institution
- Resume and cover Letter detailing education and experience.

Special note: Responses to qualifying questions must be clearly supported in your employment history.