



EXEMPT

Job Description

Job Title: Vice President of Advancement
Reports To: President & CEO

Role/Pay Grade: L7 / 9

Applications will be considered beginning in December 2025 and will continue until the position is filled. Confidential inquiries, nominations/referrals, and applications (including resumes and letters of interest) should be sent electronically to hr@frostsscience.org.

SUMMARY

The **Vice President of Advancement** will provide strategic leadership for the Phillip and Patricia Frost Museum of Science in community engagement and philanthropic support, including leading all fundraising activities, constituent communication strategies, government and community relations, foundation giving, grants, individual giving, corporate sponsorships, annual giving, membership services, special events, and other types of funding and external relation programs. The VP will work to create a comprehensive communication strategy for all constituents that unifies the messaging around the museum mission and that provides a clear and compelling case for support. The position will develop and execute the strategy for major gifts and phase 2 of the capital campaign and work with the Board, President, and other senior leadership to achieve the annual goals. The VP manages all Board development and Board relations and lends professional advice and support to the senior management team on solutions to fund and sustain exhibits, operations, and educational programs. The VP will work closely with the SVP of External Affairs, Creative Director and Vice President of Marketing to jointly craft the overall brand and message for the museum. They will manage a team that currently includes Advancement and Corporate Sponsorship.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Advance the mission, vision, and short- and long-term goals of the Museum in concert with the President and senior administrative colleagues;
- Serve as a member of the Senior Leadership Team and maintain close working relationships with members of the Board of Trustees;
- Develop a comprehensive external communication strategy for museum constituents including donors, members, governments, foundations, corporations, and academic institutions.
- Create and execute fundraising plans that utilize best practices in annual, major, and planned gift programs to meet fundraising goals and a strategic mix of giving;

- Maintain a dynamic portfolio of high-net-worth individuals and secure major, capital and planned gifts, as well as annual gifts and operational support;
- Oversee implementation of successful individual giving and annual giving programs;
- Oversee development of, and maintain relationships with, current and prospective donors;
- Develop and lead innovative and ongoing advancement initiatives and community partnerships with foundations, city and county government, and community-based organizations;
- Oversee Membership team and work strategically to maintain and grow the museum membership through onsite sales, acquisition campaigns, and renewals.
- Work closely with the VP of Finance to ensure that fundraising policies, processes, and reporting align with the Museum's overall financial policies;
- Work closely with the senior management team to align grant proposals initiated by other departments with the Museum's strategic and financial goals;
- Maintain a full understanding of the Museum's programs and exhibits in order to communicate effectively to donors their impact and significance;
- Work closely with the Marketing team to support design and delivery of cost-effective special events for the Museum including the annual gala; and
- Hire, train, inspire and guide direct reports and the entire Advancement team toward accountable, goal-oriented outcomes;
- Serve as the staff liaison for Institutional Advancement to the Board of Trustees and any future Board Committee on Advancement;
- Attend Museum receptions and events outside of business hours when necessary;
- Be active and involved in the advancement and museum profession and keep Frost Science highly visible among peer institutions.
- Develop annual plans and budgets.

MINIMUM JOB QUALIFICATIONS /EDUCATION

- A minimum of 15 years of professional experience developing strategic partnerships and securing six- or seven-figure gifts;
- Strong organizational, supervisory, and leadership capabilities are required;
- Bachelor's degree is required, and master's degree or relevant nonprofit certification is preferred;
- Proven achievement and ability in the areas of advancement, communications, grants, capital campaigns, annual giving, corporate and foundation relations, planned gifts, special events and in-kind contributions;
- Successful solicitation of six- or seven-figure gifts and building successful annual giving and/or major giving programs;
- Experience with management and growth of cultural facility membership programs;
- Proven experience as an essential member of a nonprofit organization's senior leadership team, including regular interactions with high-level board members and flexibility with work assignments and schedules;
- Articulate, with proven ability in verbal and written communications and excellent presentation skills;
- Comfortable in building and strengthening relationships with people of culturally diverse backgrounds, ages, and circumstances in a large metropolitan area like Miami;
- Strong interpersonal and motivational skills, including ease and skill in conveying the mission of the organization to a wide variety of constituencies;

- Demonstrated experience with the prospect and donor management capabilities of current fundraising software applications.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

Work is normally performed in an interior office environment, using light physical effort. Irregular hours, travel and attendance at evening and weekend events are expected. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

CLEARANCE REQUIREMENTS

- Background clearance.
- Drug screening as part of the Drug Free Workplace Program.