



Aquarium Development Officer #03397

City of Virginia Beach – Job Description

Date of Last Revision: August 25, 2026

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 17

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Coordinate and lead all development functions for the Virginia Aquarium, including fundraising, membership programs, grant development, and sponsorships; and act as liaison to the Aquarium Foundation, supporting committees and fundraising initiatives that advance the organization's mission and financial sustainability. As a City Manager appointee, this position serves at the pleasure of the City Manager and is not considered part of the merit service as defined in City Code, section 2-75.

Representative Work Functions and Responsibilities

- Develop and execute a comprehensive annual fundraising program for the Virginia Aquarium that establishes strategic objectives, revenue goals, and action plans aligned with the mission and organizational priorities.
- Lead strategies to strengthen annual giving, major gifts, planned and estate giving, capital campaigns and membership programs to increase philanthropic support and deepen donor/ engagement.
- Plan and execute donor and member recognition activities and fundraising events that enhance stewardship and support fundraising goals.
- Oversee strategic planning efforts for the Aquarium Foundation and affiliated groups to ensure financial goals are achieved.
- Manage and coordinate grant development efforts, including research, proposal writing, and reporting, to secure funding for special exhibits, programs, and initiatives.
- Maintain accurate donor and membership records and oversee processes for payment schedules, renewal letters, and stewardship communications.
- Supervise clerical, administrative and volunteer staff involved in development activities, ensuring effective workflow and performance.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on current workloads and department needs.

Performance Standards

- Develop, implement, and evaluate annual and long-term fundraising strategies and campaigns that align with organizational priorities.
- Establish clear performance metrics and monitor progress to ensure goals are achieved.
- Prepare regular reports on fundraising outcomes, trends, and performance indicators for leadership and stakeholders.
- Identify, cultivate, solicit and steward prospective donors and foundations using professional fundraising techniques including research, relationship building and strategic networking.
- Represent the Development Office, collaborating with internal staff and the Aquarium Foundation to determine funding priorities and delivering presentations to external community stakeholders.
- Develop, manage, and monitor departmental development budget(s) to ensure responsible and effective oversight.

- Oversee the timely processing of applications, donation receipts, and donor acknowledgments in accordance with organizational policies and donor stewardship best practices.
- Maintain effective communication with the Aquarium Foundation, donors, and community partners to support long-term engagement.
- Analyze fundraising data and trends to inform strategic decision-making and continually improve fundraising performance.

Minimum Qualifications

- Requires a bachelor's degree in related field and six (6) years of experience in related development work utilizing the required knowledge, skills, and abilities in such position as development officer OR an equivalent combination of education (above the high school level) and/or experience equivalent to ten (10) years in fields utilizing the required knowledge, skills, and abilities.

Special Requirements

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or

in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.