

Senior Vice President for Institutional Advancement

The Museum of the City of New York is seeking a high level fund-raising professional to work with the President and Director, Board of Trustees and the senior management team to lead development/advancement efforts. This is an exciting period of growth for The Museum with increasing attendance fueled by a vibrant range of changing exhibitions, public and education programs, with the expectation of further growth with the opening *New York at Its Core* in November 2016.

Position Summary

Reporting to the President and Director, the Senior Vice President for Institutional Advancement (SVP) will create, communicate and execute a strategic, integrated, and comprehensive fundraising plan that advances the Museum's mission and helps drive the organization to new levels of success and impact.

In this highly visible role, the SVP will explore critical issues, tap into new opportunities, and employ strategies that will shape the future at a pivotal point in the museum's history. The ideal candidate is an innovative development/advancement executive with a track record of success in relationship building and fundraising and propelling change and philanthropic revenue growth.

The SVP needs to be an energetic and positive team player who will ensure that the work of the development team of ten staff is well coordinated and effectively supports the strategy. Of a current annual operating budget of \$15 million, contributed income accounts for \$9.2 million while admissions, rights & reproduction sales, shop, earned income from facility rentals, and café operations account for the balance of revenue. The SVP is responsible for raising approximately \$12 million annually in unrestricted and restricted funds for exhibition, capital and education programs from a variety of sources: individuals, foundations, corporate, and government.

Responsibilities

Institutional Advancement:

- Create, implement and direct short- and long-term fund-raising strategies and tactics that achieve or surpass the Museum's goals
- Work with the Director as a lead fundraising and thought partner to expand the constituency of new donors and major gifts while deepening and institutionalizing existing relationships
- Manage a portfolio of major/leadership gifts from all sources
- Ensure the museum is tapping into the entire range of prospective donor pools—from individuals (major and planned gifts) to foundation, corporate partnerships, special events, and membership
- Plan, direct and execute significant donor stewardship events

- Work with senior leadership and program content staff to identify major funding opportunities and match those needs with donor interests
- Plan and lead special campaigns, as appropriate (programmatic, capital, endowment)

Leadership

- Be a leader to a team of fund-raising professionals building on the current strengths and serving as a role model, coach, and mentor; foster individual growth; and attract new team members when necessary
- Oversee day-to-day management and direction of the development team, motivate and support their efforts to achieve goals
- Plan and track the development team's engagement strategies and financial outcomes
- Serve as a contributing member of the senior management team, as well as on various board committees, supporting and advancing the museum's vision and inspiring and communicating that vision internally to enable others at all levels of the organization to understand their role and performance expectations
- Work with the finance team on the preparation of the annual operating budget and to fully embrace the financial needs and anticipate long-term funding requirements
- Build and foster a robust culture of major gift philanthropy organization-wide
- Communicate clearly and effectively at every level, orally and in writing, to support and foster the Museum's mission and goals
- Maintain the highest standards of integrity and honesty
- Demonstrate a commitment to the Museum's mission and goals

Board Relations

- Nurture relationships with Board members and sustain board development
- Work with the Board to identify and build relationships with a network of potential major funders and additional board members
- Work closely with the Board to strategize, collaborate and maximize opportunities for fundraising

Administrative

- Ensure that technology and other resources are maximized and leveraged in service of development and advancement goals
- Employ analytics and data to make evidence-based decisions and analyze effectiveness/success

To qualify for consideration you should possess:

- a significant track record of successful development/advancement leadership in a not-for-profit institution with a minimum of 8 to 10 years of experience

- experience as an accomplished front-line fundraiser able to solicit six- and seven-figure gifts and working with a sophisticated donor base; familiarity with the New York philanthropic community strongly preferred.
- a demonstrated ability to strategize, set and meet goals with a background in all aspects of development: membership, individual, corporate and foundations, planned giving, events, capital campaigns
- strong project management skills: ability to work on a variety of projects simultaneously and to establish effective timelines for accomplishing long-range goals while completing all tasks on a timely basis
- knowledge and enthusiasm for the Museum, its programming and mission
- a commitment to employing best practices in advancement
- the ability to integrate technology to plan, implement and sustain comprehensive advancement campaigns; experience with fundraising databases and how to use them effectively
- board engagement, cultivation and development experience
- a track record of recruiting, managing and mentoring collaborative, high-caliber, culturally and ethnically diverse fundraising teams and the ability to work successfully with a variety of personalities
- demonstrated success as a leader, and a team-player with a strong work ethic
- a highly collaborative style with a positive attitude and be diplomatic and thoughtful—a consensus builder with a shared approach to decision making; strong interpersonal skills with a talent for tact and diplomacy
- great communication skills: excellent writing, editing, proof-reading, presentation, and oral communication skills
- a college degree

Compensation is comprised of a competitive salary and benefits package that includes a defined pension plan as well as a 401(k) savings plan.

Please email your cover letter, including minimum salary requirements, and your resume to: jobs@mcny.org.

The Museum of the City of New York, founded in 1923, embraces the past, present, and future of New York City and celebrates the city's cultural diversity. It does so through its rich collections, a lively schedule of exhibitions, and an array of programs for adults and children. For more information please visit our website www.mcny.org.

The Museum of the City of New York is located on Museum Mile at 1220 Fifth Avenue (103rd Street) and is an Equal Opportunity Employer