

**Museum of the City of New York  
Institutional Giving Associate**



The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. The Museum is riding an exciting wave of success and is in the midst of a revitalization of its mission and operations, which centers on the renovation and expansion of its historic building, the advancement of the stewardship of its collections, and new and ambitious exhibitions, publications, and public and school programs.

The Museum seeks an Institutional Giving Associate to join the Institutional Giving team. This position reports to the Director of Institutional Giving and works with the Institutional Giving Manager. The ideal candidate should be energetic and organized and must possess excellent written, quantitative, and computer skills, with the ability to juggle multiple and diverse assignments. She or he will have experience working in a development office in a cultural institution, proven track record of working under pressure to meet deadlines, experience working with budgets and compiling financial information to create funder reports, ability to treat confidential materials with discretion, and possess excellent organizational skills and attention to detail.

The successful candidate will be detail-oriented, personable and polished, well organized, possess strong writing and communications skills, a can-do attitude, and have an understanding of database management.

**Roles and Responsibilities:**

- Prepares grant proposals and reports for foundation and corporate sponsors, government contracts.
- Prepares presentations and other communications for cultivation of institutional donors.
- Acquires and maintains detailed knowledge and understanding of the organization, its mission, values, strategic goals, and programs to develop persuasive donor materials.
- Writes detailed reports and handles other aspects of foundation and government agency stewardship, including direct contact with program officers, foundation directors, and government agency staff.
- Generate reports, produce mailing lists, and pull other lists of information from the database.
- Organizes and attends donor visits, tours, and presentations, and manages other stewardship opportunities.
- Research and identify prospective corporate, foundation, and government donors.
- Other duties as assigned.

**A successful candidate will have:**

- Strong writing and interpersonal communications skills.
- A Bachelor's degree.
- 2-3 years of experience.
- Mastery of Microsoft Office, especially Microsoft Word and Excel.
- Understanding of database management, knowledge of Raiser's Edge 7 or Altru is a plus.
- Detail-oriented.
- Ability to prioritize and multitask.

Please send resume with cover letter and salary history to the Museum of the City of New York, Attention: Human Resources Department, 1220 Fifth Avenue, New York, NY 10029 or email to [jobs@mcny.org](mailto:jobs@mcny.org). To be considered, please include Institutional Giving Associate within the subject line of your email.

The Museum of the City of New York is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, or sexual orientation, and evaluate all candidates based on merit.