



Museum of the City of New York
Director of Individual Giving

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 Director of Individual Giving identifies, cultivates, solicits, and stewards gifts from individuals for the Museum's general operations and for restricted projects. This position includes oversight management of the Museum's general membership program and New Amsterdam Circle (young member's group), and direct management of special support groups: the Alexander Hamilton Circle (patron's program) and the Frederick A.O. Schwarz Education Center Council. This position will also be key to the creation and management of a new group, the President's Circle.

The Director is a senior member of the development team and currently has one position reporting to it (general membership). This position is responsible for building and strengthening relationships with current donors, as well as prospecting new gifts to substantially expand the Museum's individual donor base. He/she implements and executes a variety of solicitations, including membership renewal and direct mail campaigns, on-site solicitations, annual appeals, and digital outreach. He/she conceives and implements cultivation events to enhance donor relationships and to increase gifts from individuals. The Director of Individual Giving works in concert with VP to ensure proper development stewardship of Board Members.

The Director of Individual Giving seeks not only to retain and upgrade existing individual donors, but also to actively identify and acquire new donors and members through research, cultivation, and targeted outreach.

Primary Responsibilities

- Plan and manage all endeavors to secure gifts from individuals for the Museum's general operations and for restricted projects, including exhibitions and collections initiatives.
- Work collaboratively with the Museum's Director and Vice President of Institutional Advancement to identify, cultivate, and secure new and renewing donors for the Alexander Hamilton Circle patrons' program and for the specialized donor groups.
- Supervise a Membership Manager and oversee all aspects of the membership program, including the management of income and expense budgets (in conjunction with the Director of Development Operations), and the execution of renewal and annual appeal campaigns, digital and on-site membership marketing, and personal solicitations.
- Ensure the cost-effective fulfillment of all membership and patron benefits.
- Execute well-managed and conceived donor cultivation and stewardship events--curator-led tours, lunches, and off-site lectures and receptions.
- Produce reports to measure the success of campaigns and to track gifts from trustees and other individuals.

- Actively research and cultivate prospects from a variety of sources, including the general membership base, donors to gala events, and attendees at public programs.
- Manage the production of invitations and mailing lists for exhibition opening receptions. Liaise with individual donors at openings and other Museum events and facilitate introductions at these events for key donors with the Museum's Director and other senior staff.
- Produce timely and accurate donor lists.
- Create and maintain a calendar of donor communication.
- Provide assistance as needed with other departmental projects, including gala events and trustee meetings.
- Work in concert with VP to ensure proper development stewardship of Board Members.

Qualifications

The ideal candidate will have the following competencies and characteristics:

- A Bachelor's Degree is required.
- A minimum of seven years of development experience, preferably with a cultural institution, and the proven ability to steward and grow an individual donor program and meet financial goals.
- Experience building a pipeline of donors for an annual fund and restricted gifts from individuals.
- A passion for fundraising and a strong knowledge of the philanthropic community in New York City.
- Excellent oral and written communication and interpersonal skills. The ability to communicate clearly and effectively, and with enthusiasm.
- Experience with social media and a knowledge of how to utilize it to enhance and cultivate support.
- Thorough knowledge of Excel, Microsoft Word, and database software (preferably Altru).
- Experience in executing and managing cultivation and stewardship events.
- Proven ability to manage expense budgets and attain revenue goals.
- A poised, focused, results-driven professional who can multi-task, establish priorities, and work both independently and as a member of a team.
- A strong work ethic, with a reputation for integrity, high ethical standards and exercising discretion.
- Demonstrated record as both a team player and a self-starter, including exceptional organizational and time management skills.
- Common sense, nimble with the ability to work gracefully in a fast-paced environment during a period of growth and change.
- An outgoing and positive personality; a sense of humor and perspective; a strong commitment to a diverse workplace.

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, New York 10029 or email to jobs@mcny.org. To be considered, please include Director of Individual Giving 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.