

Development Assistant

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. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

The Museum seeks a detailed-oriented, proactive individual to provide administrative support and project coordination to the Museum's Vice President of Institutional Advancement and Assistant Vice President, Institutional Advancement, Major Gifts. Responsibilities include scheduling appointments; preparing meeting agendas and minutes; processing gifts and memberships; creating reports from Altru (the database management system); researching funding prospects; managing donor lists and preparing mailing materials like solicitations and proposals; and tracking solicitation processes and stewardship initiatives. This job requires the incumbent to be personable and polished, well organized, possess strong oral, written, and interpersonal communication skills, and have an understanding of database management and data entry. They must possess a strong ability to prioritize and manage multiple projects and deadlines, and work under varying degrees of supervision (including independently) in a fast-paced environment; be able to handle projects with a can-do attitude, and thrive in a role with a high degree of responsibility. They must have a capacity to comfortably relate and interact with a wide variety of people at varying levels of the Museum community.

Roles and Responsibilities:

- Process and acknowledge contributions from Trustees and individual donors
- Process membership joins and renewals
- Maintain individual donor records and preferred listings
- Serve as the representative for the Individual Giving team on the department's Funder Credit Review panel for appropriate donor crediting
- Collaborate with in-house and outside designers for the timely creation of exhibition sponsorship brochures
- Conduct prospect research as directed and provide administrative support for liaising with individual donors, government and foundation officers, and corporate partners
- Update and manage incoming address and biographical changes in the Museum's database
- Provide administrative support for the Museum's Vice President for Institutional Advancement, and the Assistant Vice President, Institutional Advancement, Major Gifts
- Maintain Development office calendar and assist in coordination of cross-departmental meetings and events
- Provide support in the coordination and staffing of high-level donor cultivation events and small receptions
- Process mail for the Development Department on a daily basis and assist with large mailings
- Provide Executive phone support as needed
- Other duties as assigned
- Some evening hours and weekend work is required

A successful candidate will have:

- A Bachelor's degree
- 1-2 years of experience
- Mastery of Microsoft Office, especially Microsoft Word and Excel
- Superior attention to detail
- Excellent organization and prioritization skills with a proven ability to multi-task
- Understanding and hands-on experience with database management, knowledge of Altru is a plus

- Excellent writing, editing, and interpersonal communication skills
- Strong project management skills with a demonstrated ability to deliver results
- A proactive nature, can-do attitude, a sense of humor, and a willingness to roll up ones sleeves
- A team player

BENEFITS

Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan.

HOW TO APPLY

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include **Development Assistant** within the subject line of your email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.