

## **Director of Major Gifts**

*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.*

Reporting to the Vice President, Development, the Director of Major Gifts is responsible for identifying and cultivating relationships with prospective major gift donors and planned giving donors. This involves full use of moves management principles, including prospect identification, and developing effective stewardship and solicitation strategies. The Director of Major Gifts will compile this information in a donor portfolio and emphasize gifts in excess of \$10,000, with emphasis on those over \$25,000 or greater. This individual will oversee the Museum's Individual Giving division, serve as a staff representative on the Museum's Development Committee of the Board, and work directly with staff leadership to coordinate and execute long-term fundraising initiatives.

### **Roles and Responsibilities:**

- Build and codify the Museum's major giving program for the Museum, building upon foundational efforts achieved to date
- Work to maintain a schedule of cultivation and solicitation with a portfolio of prospects and members of various giving groups devoted to the Museum
- Engage through a rigorous strategy system, identifying and cultivating new prospects culled from the Museum's existing donor and attendance base, as well as recommendations brought forward by Museum trustees and other ambassadors
- Help establish a culture of philanthropy among the Museum's various individual networks, shaping the messaging for compelling fundraising appeals and pitches
- Provide accurate and timely management of portfolios, along with developing unique and personal solicitation strategies, both written and direct, throughout the year
- Coordinate, manage, and lead special donor engagement opportunities, including dinners, salons, and other Patron and Major Gifts events, in conjunction with the Assistant Director, Patron Services, the Special Events team, and/or Public Programs department
- Track major gift fundraising metrics
- Work collaboratively with Museum Director, VP Development, and Board members on major gifts solicitations
- Supervise the Assistant Director, Patron Services, the Membership and Annual Fund Manager, and the Development Assistant

### **A successful candidate will have:**

- An undergraduate degree or equivalent combination of training and experience, an understanding of cultural fundraising and NYC donor/philanthropic landscape preferred, and at least five years of individual/major gift/planned giving experience
- Possess a thorough background in fundraising best practices and donor databases for managing donor and solicitation records
- Ability to see and understand the objectives of the major gifts group, the individual giving group, and the advancement division, and to integrate the major gifts program with those objectives
- Ability to articulate the case for support so that individuals "buy into" the vision/mission/goals of the Museum with sufficient effectiveness to secure gifts and pledges of greater than \$10,000
- Excellent oral, written, interpersonal, analytical, and organization skills required

- Ability to make direct, face-to-face solicitations, and assist the Director, Board and other staff with their solicitation (e.g. provide portfolio development support, strategic counsel, and help with donor communications)
- Acknowledge major donors through public and private recognition
- Track and report progress using specific metrics
- Highly detail-oriented with excellent organizational and time management skills
- Exceptional writing, editing, and communication skills
- Problem-solver and strategic and analytical thinker with the ability to prioritize and work in a fast-paced environment with multiple deadlines
- Ability to work with flexibility, efficiency, enthusiasm, and diplomacy both individually and as part of a complex team effort
- Excellent computer skills including proficiency with MS Office and extensive knowledge of fundraising database management. Altru database experience a plus
- Able to multi-task, in a fast paced environment, while meeting deadlines and working within a budget
- Ability to meet revenue goals and grow a donor base
- Ability to interact with Museum members, donors, staff, and trustees in a courteous, professional, and cheerful manner
- Be 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](mailto:jobs@mcny.org). To be considered, please include **Director of Major Gifts** 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.*