

### **Associate Director, Corporate Relations**

*The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world's most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city's past, present, and future.*

The Associate Director, Corporate Relations cultivates and raises funds from corporations in support of all aspects of the Museum of the City of New York's work through Corporate Membership, the Urban Design Council, and Corporate Sponsorships. The Associate Director is responsible for a growing portfolio of 30+ Corporate Members and 45+ Urban Design Council members, which provide general operating support. The Associate Director also raises restricted sponsorship funds for Museum-wide initiatives as well as for the Museum's exhibitions, public programs, collections, and other special projects and ensures the fulfillment of all membership and sponsorship benefits. This position is a key member of the Museum's Institutional Giving team and reports to the VP of Development.

Candidates will have a minimum of 3 years of development experience, preferably in the corporate giving sector and in a cultural institution, and proficiency with donor management systems. Strong writing and interpersonal skills, attention to detail, and an ability to meet deadlines, manage budgets, and juggle multiple projects are also required. Must be a team player and flexible about work hours, which may include evening and weekend events.

### **Roles and Responsibilities:**

- Meet or exceed fundraising goals by annually raising \$350,000+ through Corporate Membership and Urban Design Council Membership renewals, upgrades and new enrollments
- Deliver exceptional and personal stewardship of the Museum's portfolio of nearly 80 annual corporate donors, with the intent to continually build the roster of members
- Manage the Urban Design Council, including creative oversight; solicitations and renewals; planning and execution of three annual events; and targeting members for special sponsorship opportunities
- Involve Corporate Members in the life of the Museum through the creation and execution of benefits like exhibition tours, volunteer opportunities, private event rentals, and free admission and event invitations for employees
- Build a strong corporate pipeline through ongoing prospect research, cultivation, and solicitation efforts
- Manage the Museum's cardholder programs, including Citigold Culture Pass and Bank of America's Museums on Us
- Collaborate with corporate clients and key Museum leaders to create and deliver major Museum-wide sponsorships, such as a free admission week
- Work with VP of Development, Ronay Menschel Director and President, and Museum Trustees to conceptualize and launch special corporate funding initiatives
- Establish preferred status relationships with leading corporations in relevant New York tourism industries
- Develop unique sponsorship packages for all exhibitions, public programs, and other restricted corporate giving opportunities, collaborating with VP of Development and VP of Marketing, when appropriate
- Ensure the successful fulfillment of all corporate donor benefits, including working closely with Third Party Event team on private corporate donor events; Curatorial and Collections staff for events and tours; and Development Department on benefit and cultivation events
- Excite the corporate community about the Museum by being a passionate Museum ambassador at internal and external events
- Remain abreast of current news and trends in the corporate sector
- Manage seasonal Corporate Giving Intern
- Some evening hours and weekend work is required

### A successful candidate will have:

- 3-to-5 years of development experience, preferably in the corporate giving sector and in a cultural institution
- Ability to articulate the case for support to corporations in a way that resonates with the company's strategic objectives and the vision/mission/goals of the Museum
- Excellent oral, written, interpersonal, analytical, and organization skills required
- Ability to 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
- A team player
- Some evening hours and weekend work is required

### 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 **Associate Director, Corporate Relations** 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.*