

Development 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. 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 believes that traditional hiring practices have historically and systemically marginalized entire groups of people including people of color, people of different socio-economic backgrounds, women, people with disabilities, people in the LGBTQ community and veterans, to name a few. We strongly believe as an organization in deconstructing barriers and building a team that authentically represents the diverse communities, and backgrounds of New York City. We strongly encourage applications from people with these identities or who are members of other marginalized groups.

The Museum seeks a detailed-oriented, proactive individual to provide administrative and budgetary support to the Museum's Development department. The Development Associate will be responsible for the day-to-day management of departmental budget and reconciliations; scheduling; preparing meeting agendas and minutes; processing gifts and memberships; creating reports; managing donor lists and preparing mailing materials like solicitations and proposals; and tracking solicitation processes and stewardship initiatives.

Roles and Responsibilities:

- Produce weekly gift report and distribute among Development and Finance teams
- Create monthly gift report to facilitate the monthly reconciliation
- Reconcile revenue for multiple budget lines (Individual Giving, Membership, Bequests)
- Track expenses for Development department
- Participate in budget creation and reforecasting
- Provide documents and reports to Finance department for annual audit
- Process invoices and check requests, troubleshoot issues with payment receipt and tax documents
- Collaborate with Finance department on the creation of new project codes
- Process and acknowledge contributions from Trustees and individual donors
- Process membership joins and renewals
- Maintain individual donor records and preferred listings
- Pull database reports as needed/communicate with Software Administrator (Mac) on what database reports are needed
- Facilitate training and onboarding for new employees
- Collaborate with in-house and outside designers for the timely creation of exhibition sponsorship brochures
- Serve as the representative for the Individual Giving team on the department's Funder Credit Review panel for appropriate donor crediting
- Attend monthly Finance and Development meeting
- 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
- 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 consistent basis and assist with large mailings
- Provide Executive phone support as needed
- Some evening hours and weekend work is required
- Other duties as assigned

A successful candidate will have:

- Bachelor's degree
- One to two years of experience in development with a preferred background in foundation, corporate, or government giving at a cultural institution
- Mastery of Microsoft Office, especially Microsoft Word and Excel
- Superior attention to detail with ability to multi-task
- Excellent writing, editing, and interpersonal communication skills
- Understanding and hands-on experience with database management, knowledge of Altru is a plus
- Excellent organization and prioritization skills with a proven ability to manage multiple projects and deadlines
- Strong project management skills with a demonstrated ability to deliver results
- Be able to work in a team-focused, deadline -driven environment while managing multiple assignments.
- Work under varying degrees of supervision (including independently) in a fast-paced environment
- A proactive nature, can-do attitude, a sense of humor, and a willingness to roll up ones sleeves
- Must have a capacity to comfortably relate and interact with a wide variety of people at varying levels of the Museum community
- Ability to work evening hours and weekend work is required

BENEFITS

Location temporarily remote, with flexible onsite schedule. Must be able to work evening hours and weekend work as required/needed. Competitive benefits package including medical, dental, vision, life insurance, 401K and pension plan and generous paid time off.

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 Associate** within the subject line of your email. Please state desired salary in the 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 or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), 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. The museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the museum has facilities.