

Manager, Institutional 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. 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 Manager of Institutional Giving is responsible for expanding and strengthening the Museum's foundation and government giving by cultivating and stewarding new and existing partnerships that will result in increased funding for the organization.

Reporting to the Director, Institutional Giving, this critical member of the Institutional Giving team manages a shared portfolio that includes large traditional foundations, city, state, and federal government agencies, and family foundations.

Additionally, the Manager will support the Institutional Giving team's prospecting, budgeting, and fundraising goals towards an upcoming endowment campaign as part of the Museum's 2023 Centennial.

Roles and Responsibilities:

Institutional Fundraising & Grants Management

- In collaboration with Museum stakeholders, prepare, submit, and manage grant proposals in order to achieve the Institutional Giving team's annual revenue and centennial campaign goals from foundation and government sources.
- Administer active grants with attention to financial and narrative reporting, donor recognition, and other grant terms. Carefully oversee the management of the grants deadline calendar.
- Assist curatorial, education, collections, and other departments in the management of grant-funded projects, including both program and budget components, and ensure compliance with grant requirements.
- Acquire and maintain detailed knowledge and understanding of the organization, its mission, values, strategic goals, and programs to develop persuasive materials for new and existing donors.

Funder Cultivation & Stewardship

- Cultivate and steward existing donors through regular communications, including in-person meetings and personalized communications. This will include supporting Museum leadership with relationship management, as well as establishing personal direct engagement with foundation officers, Trustees, and major donors.
- Strategize, organize and attend donor visits, tours, presentations, and other cultivation and stewardship opportunities.

- Identify and research new funding prospects, and develop and implement cultivation, solicitation, and stewardship strategies.
- Support the Museum's government relations efforts with city, state, and federal elected officials and legislative staff.

Administrative Coordination

- Database management including maintain donor records, generating reports, producing mailing lists, and pulling other lists of information from the database.
- Support the processing of incoming payments through internal database and tracking management, including preparing and sending gift acknowledgments.
- Provide administrative support for Director of Corporate Relations.
- Some evening hours and weekend work is required for donor events and exhibition openings.
- Assist with other fundraising projects as required.

A successful candidate will have:

- Bachelor's degree or commensurate experience and at least three years of experience in fundraising, with a preferred background in foundation, corporate, or government giving at a cultural institution.
- Significant experience in writing effective grant applications/proposals and knowledge of New York City funding community.
- Proven record of securing significant grants and stewardship of fundraising relationships.
- Experience working with budgets and compiling financial information to create funder reports, have the ability to treat confidential materials with discretion.
- Preferred capital or endowment campaign experience.
- Superior communications skills, written and verbal, with the ability to form clear, structured, articulate, and persuasive proposals.
- Be able to work in a team-focused, deadline -driven environment while managing multiple assignments.
- Strong interpersonal skills and the ability to work well with different personalities and balance internal constituencies.
- Experience using research resources to identify grant-making prospects and funding opportunities.
- Strong editing skills and attention to detail.
- Understanding of database management, knowledge of Altru is preferred.
- Excellent computer skills and experience with Microsoft Office programs, especially Teams, Microsoft Word, and Excel.
- Familiarity with and passion for New York City history, urban issues, or art history.

BENEFITS

Location temporarily remote, with flexible onsite schedule. 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 **Manager, Institutional Giving** 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.