

Assistant 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 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 an Assistant Manager, Institutional Giving to join the Institutional Giving team in managing a shared portfolio that includes large traditional foundations and family foundations, as well as city, state, and federal government agencies. This position reports to the Director, Institutional Giving and works with the Manager, Institutional Giving.

The ideal candidate should be energetic and organized and must possess excellent written, quantitative, and computer skills, with the ability to juggle multiple and diverse assignments. They will have experience working in a development office in a cultural institution, proven track record of working under pressure to meet deadlines, experience working with budgets and compiling financial information to create funder proposals reports, ability to treat confidential materials with discretion, and possess excellent organizational skills and attention to detail.

The Assistant Manager will support the Institutional Giving team's prospecting, budgeting, and fundraising goals associated with an endowment campaign as part of the Museum's 2023 Centennial.

The successful candidate will be detail-oriented, personable, and polished, well-organized, possess strong writing and communications skills, a can-do attitude, and understand database management.

Roles and Responsibilities:

- Prepares acknowledgements, proposals, and reports for foundation, corporate, and government grants.
- Prepares presentations, emails, and other communications for cultivation of institutional donors.
- Supports other aspects of foundation and government agency stewardship, including direct contact with program officers, foundation directors, and government agency staff.
- Acquires and maintains detailed knowledge and understanding of the organization, its mission, values, strategic goals, and programs to develop persuasive donor materials.
- Organizes and attends donor visits, tours, and presentations, and manages other stewardship opportunities.

- Research and identify prospective corporate, foundation, and government donor for general and project-specific support
- Generate reports, produce mailing lists, and pull other lists of information from the database.
- Provides financial tracking support for the Institutional Giving team and Director of Corporate Relations.
- Maintain applicable donor records and giving histories.
- Some evening hours and weekend work is required for donor events and exhibitions openings.
- Other duties as assigned.

A successful candidate will have:

- Bachelor's degree or commensurate experience and at least one-three years of experience in fundraising, with a preferred background in foundation, corporate, or government giving at a cultural institution.
- Strong writing and interpersonal communications skills.
- Mastery of Microsoft Office, especially Microsoft Office programs, including Teams, Microsoft Word, and Excel.
- Understanding of database management, knowledge of Raiser's Edge 7 or Altru is a plus.
- Detail-oriented with the ability to prioritize and multi-task in a team-focused, deadline -driven environment

Benefits

The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability. Voluntary critical illness, accident insurance, legal services, pet insurance, and Employee Assistance Program. The Museum has a generous paid time off policy including 12 sick days per year, vacation and 12 holidays.

Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

Working Conditions and Physical requirements

While performing the essential functions of the job, the Assistant Manager, Institutional Giving works a Monday-Friday. Work is primarily onsite, with a flexible schedule, temporary ability for remote work. The Museum environment is fast-paced and in an open office plan setting.

While performing the essential functions of job, the individual is regularly required to remain stationary seated at computer desk, with frequent use of repetitive motion, and fine motor skills for keyboarding. The individual must have the ability to lift a minimum of 20 lbs., troubleshoot and manage multiple projects with ease and calm. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with applicable law, all employees must be fully vaccinated against COVID-19. Reasonable accommodations may be made upon request in accordance with applicable federal, state and local law.

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 **Assistant 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. The Museum is an AAP employer.