

## **Assistant Manager, Development Operations**

*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 Assistant Manager, Development Operations is an indispensable member of the Development team that is responsible for the operations of the Development team across revenue lines. The Assistant Manager, Development Operations will work closely with all Development team stakeholders to ensure gifts are processed and acknowledged; provide reporting to the Museum's finance team; the Development team's intra- and inter-departmental meeting schedule; and general administrative support. The Assistant Manager, Development Operations needs to be highly analytical and detail-oriented, as well as understanding and appreciating the basic elements of fundraising.

### **Responsibilities include:**

#### *Financial Administration*

- Process all gifts made to the Museum, including but not limited to individual gifts, memberships, corporate gifts, and bequests; ensure that each gift is correctly entered into the Museum's donor management system
- Create all gift acknowledgment letters; ensure the timely approval and delivery of acknowledgements across revenue lines
- Track expenses for Development department; project manage the annual budgeting and reforecasting process
- Work with Finance to create and circulate new project codes

#### *Financial and Database Reporting*

- Collaborate with Finance to reconcile all gifts on a weekly and monthly basis; provide weekly and monthly reports to all internal stakeholders
- Support Finance in providing any necessary documents and reporting in anticipation of and during the annual audit
- In conjunction with database administrator, create queries and pull reporting from Altru to facilitate Development department mailings

#### *Operations and Scheduling*

- Maintain Development team office calendar; coordinate cross-departmental meetings and events; prepare meeting agendas and take notes
- Process invoices and check requests; troubleshoot issues with payment receipt and tax documents
- Place all office supply orders, including letterhead and envelopes
- Ensure database accuracy and integrity by updating donor mailing addresses and preferred listings

#### *Additional Responsibilities*

- Provide administrative support for the Museum's Vice President, Development
- Process mail for the Development department on a daily basis
- Work in conjunction with Development team on special projects such as the Museum's Annual Report, exhibition brochures, and Funder Credit Review
- Assist in the facilitation of onboarding new employees
- Provide executive phone support, as needed
- Assist in Development and Museum events, as needed.
- Perform other duties and projects as assigned

#### **Qualifications**

- A minimum of two-three years of experience in development operations/administration, office management/administration/operations, executive support, or similar.
- A Bachelor's degree
- Familiarity with and a willingness to learn about financial administration and reporting
- Highly skilled at Microsoft Office, especially Microsoft Excel
- Knowledge of general database systems and the types of data necessary to support constituent/client relations
- Excellent organization and prioritization skills with a proven ability to multi-task
- Excellent communication skills, both written and verbal.
- Strong interpersonal skills, courteous and professional demeanor
- Attention to detail, strong analytical and critical thinking skills
- Commitment to diversity, equity, inclusion, and access principles in the workplace
- Enthusiastic collaborator and a team player
- General knowledge of fundraising preferred
- Experience with Altru preferred

#### **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**

While performing the essential functions of the job, the individual works a Monday-Friday with occasional weekend or evening work required. Administrative offices follow a Monday-Friday, 9-5 schedule with temporary ability for remote work two days a week. The Museum environment is fast-paced and in an open office plan setting. The individual must be available to attend and participate in on-site and off-site events and meetings as needed. Work is primarily onsite at the Museum, with the possibility of occasional remote work. The Museum environment is fast-paced and in an open office plan setting.

### **Physical Requirements**

While performing the essential functions of the job, the employee is regularly required to remain stationary seated at a computer desk, with frequent use of repetitive motion and fine motor skills to keyboard. This position requires constant near visual acuity, including reading fine print and the use of a computer. The individual must have the ability to lift a minimum of 20 lbs., troubleshoot, and manage multiple projects with ease and calm. In accordance with applicable law, all employees must be fully vaccinated against COVID-19. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **HOW TO APPLY**

Please email your resume and cover letter in pdf format 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 **Assistant Manager, Development Operations** in the subject line of your email. Please state the 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.*