

### **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 Assistant Manager, Institutional Giving manages 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 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.

#### **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.
- 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:**

Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan. Currently, this position will work a hybrid schedule, minimum 3 days/week onsite, 2 days remote.

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

## 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 **Assistant Manager, Institutional Giving** in 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 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.*