



Manager, Corporate Relations

The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world's most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city's past, present, and future.

The Manager, Corporate Relations, is an essential member of the Development team responsible for managing the Museum's corporate funder portfolio. The Manager raises funds from corporations through membership and sponsorships and is responsible for executing and fulfilling all funder benefits. Additionally, the Manager is responsible for corporate communications, corporate member renewals and reporting, increasing membership retention and attracting new members, and organizing member events in conjunction with other Development team staff. Finally, the Manager, Corporate Relations, raises sponsorship funds for Museum exhibitions and programs. This position is on the Museum's Institutional Giving team and reports to the Director of Institutional Giving.

Roles and Responsibilities:

- Meet/exceed fundraising goals annually through membership renewals, upgrades, and new enrollments
- Develop unique sponsorship packages for all exhibitions, public programs, and other restricted corporate giving opportunities, collaborating with VP of Development, VP of Marketing, and other Museum departments when appropriate
- Submit all corporate member grant renewals and related reporting requests
- Build and track a strong corporate pipeline through ongoing prospect research, cultivation, and solicitation efforts
- Deliver exceptional stewardship of the Museum's portfolio of annual corporate donors
- Oversee the execution of all corporate benefits, including exhibition tours, volunteer opportunities, private event rentals, and free admission and event invitations for employees
- Project manage execution of all sponsor benefits, including but not limited to logo placement, image capture, and final reporting
- Lead strategy around the relaunched Urban Design Council, including creative oversight, planning and execution of annual events, and overall value proposition
- In conjunction with Museum leadership and board, conceptualize and launch special corporate funding initiatives
- Create and send the Museum's corporate newsletters monthly
- Track engagement metrics of membership benefits for reporting and upgrade purposes, using data to assess effectiveness and adoption and inform strategies
- Manage corporate funder data in Museum's donor management system
- Train and supervise corporate volunteers, as needed
- Assist in Development and Museum events as needed

A successful candidate will have:

- Three to five years prior experience working in development (preferably in corporate giving or membership), marketing, client services/success, or sales development, preferably for a museum or cultural institution
- Ability to meet revenue goals, steward an existing donor base, and effectively increase members

- Ability to prioritize against competing deadlines both individually and as part of a team
- Experience working within and managing a budget
- Proficiency with donor management systems and the types of data necessary to support constituent/client relations
- Knowledge of current trends, patterns, and relationships in philanthropy and the arts and culture sector preferred
- Commitment to diversity, equity, inclusion, and access principles in the workplace
- Strong interpersonal skills, courteous and professional demeanor
- Excellent communication skills, both written and verbal
- Attention to detail, strong analytical and critical thinking skills
- Enthusiastic collaborator and a team player
- Experience with Microsoft Office and Altru CRM system preferred

Physical Requirements & Work Environment

Sedentary work. Work is performed in an office environment and requires the ability to operate standard office equipment and keyboards. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Specific vision abilities required by the job include close vision, distance vision, color and peripheral vision, depth perception, and the ability to adjust focus. On occasion, the employee may be required to work outside events with weather conditions including heat and cold.

BENEFITS

The salary for this position is \$65,000. Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan.

Your employment relationship with the Museum qualifies you for free or discounted admission 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. To be considered, please include **Manager, Corporate Relations** within 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 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, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, 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. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.