



### **Director, Individual Giving and Major Gifts**

*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. Founded in 1923, the Museum of the City of New York (MCNY) showcases the city's unique stories and cultural treasures. The country's first and largest city museum, MCNY presents immersive exhibitions and programs at the intersection of history, popular culture, and art to 200,000 people annually, including 30,000 students and educators, fostering shared identity, civic pride and engagement, and social cohesion for New Yorkers. MCNY has been recognized as one of the leading museums in New York City by publications such as Condé Nast Traveler and the New York Times, with Time Out New York awarding MCNY "Best Museum" in New York in 2021.*

The Museum of the City of New York is seeking a Director, Individual Giving and Major Gifts to be an essential member of the Development Team that will be responsible for overseeing all aspects of the Museum's individual giving programs, including membership groups, annual fund, major donors, and planned giving. This role is responsible for an annual operating support goal of \$3-5 million, as well as restricted funds for exhibitions and special projects. A key member of the Museum's senior staff, the Director will work cross-departmentally to identify opportunities and meet funding needs for the Museum's exhibitions, education programs, public engagement, and collections, among other areas.

In partnership with the Chief Development Officer and museum's executive team, the Director sets annual fundraising and engagement goals for individual giving that build sustainable revenue streams across giving levels and avenues, while also pursuing new fundraising and donor engagement opportunities. This role currently oversees two direct reports, a Sr. Manager of Individual Giving and a Sr. Manager of Membership & Development Communications, and reports directly to the Chief Development Officer.

### **Roles and Responsibilities:**

- Create an individual giving strategy that includes annual fund, membership programs, major gifts, and planned giving to fund the Museum's robust calendar of exhibitions, programs, and operations.
- Oversee prospect research to identify potential major donors aligned with the Museum's strategic priorities.
- Manage a robust portfolio of major donors, maintaining strong relationships and providing regular communication and stewardship, including reporting on gift impact.
- Collaborate closely with the Museum's leadership, curatorial, and programs teams to align fundraising efforts with organization goals.
- Support the Museum's leadership team in expanding its Board of Trustees, including researching prospective Trustees and creating reports for the Nominating Committee.



- Track and analyze donor behavior and giving trends to inform fundraising strategy for donors at every giving level.
- Support the build out of a planned giving program that incorporates legacy giving, endowment support, and annuities to create long-term revenue pipelines for the institution.
- Represent the Museum at professional conferences, networking events, and funding-related community gatherings.
- Mentor and supervise at least two direct reports.
- Other duties as assigned.

**A successful candidate will have:**

- Bachelor's degree; master's degree in related field preferred.
- Minimum of 5-7 years of progressive experience in individual and/or major gifts fundraising with a proven track record executing successful individual giving programs, preferably in a museum or other cultural setting.
- Exceptional relationship building, written, and oral communication skills.
- Knowledge of New York City's philanthropic landscape.
- Excellent organization and time management skills, ability to manage competing priorities and meet deadlines both individually and as part of a team.
- Ability to craft compelling fundraising strategy and messaging for campaigns, solicitations, presentations, and proposals, meeting both donor interest and Museum need.
- Passion for New York City and appreciation for MCNY's multi-faceted approach to exploring the city through history, popular culture, art, and civic engagement.
- Strong understanding of fundraising strategies, cultivation techniques, and major donor moves management.
- Flexibility and ability to adapt strategies in a fast-paced and dynamic environment
- Proficiency in donor research and CRM systems, preferably Blackbaud's Altru.
- Demonstrated experience managing and mentoring direct reports.
- Demonstrated ability to work collaboratively in a complex, mission-driven organization.
- A commitment to diversity, equity, and inclusion and a passion for advancing equity and addressing structural racism within nonprofit organizations.

**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 annual salary for this position is \$125,000. The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and a defined benefit pension plan, short and long-term disability, and an Employee Assistance Program, with options for critical illness insurance, accident insurance, legal services, and pet insurance. The Museum provides a paid time off policy that includes 10 days of annual leave, rising to 15 days in year 2, and to 20 days in year 3, plus 12 sick days per year and 12 holidays. 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 Jennifer Krauss, Jennifer Krauss Recruiting, [jen@jenniferkrauss.com](mailto:jen@jenniferkrauss.com).

*The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with 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.*