



ASSISTANT VICE PRESIDENT, INSTITUTIONAL ADVANCEMENT, MAJOR GIFTS

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 is riding an exciting wave of success and is in the midst of a revitalization of its mission and operations, which centers on the renovation and expansion of its historic building, the advancement of the stewardship of its collections, and new and ambitious exhibitions, publications, and public and school programs.

The Museum seeks a skilled **Senior Major Gifts Officer** to join our team in developing and achieving our major gift fundraising and planned giving program objectives.

POSITION SUMMARY

Reporting to the Vice President, Institutional Advancement, the Assistant Vice President, Major Gifts will be responsible for identifying and cultivating relationships with prospective major gift donors and planned giving donors. This involves prospect research and developing effective solicitation strategies as well as identifying and stewarding donors throughout the major giving process. The major gift officer will compile this information in a donor portfolio and emphasize gifts in excess of \$10,000, with emphasis on those over \$25,000 or greater. This individual will also work with our board members and staff leaders to coordinate and execute long-term fundraising initiatives.

MAJOR RESPONSIBILITIES

The responsibilities of the Assistant Vice President, Major Gifts include:

- Create, plan, and implement a major giving program for the Museum, including proposal documents or background papers
- Facilitate our donors to accomplish their philanthropic goals and ambitions through a relationship with MCNY
- Researching major gift donor prospects
- Develop and operate a donor solicitation strategy and stewardship program for major gift prospects, including calling and emailing major gift donors on a regular basis
- Track major gift fundraising metrics
- Work collaboratively with Museum Director, VP Institutional Advancement, and Board members on major gifts solicitations

The position requires the ability to participate in all aspects of the gift cycle:

- initiating contacts with potential major donors;
- developing appropriate cultivation strategies for them (e.g. giving circles, new donor programs, cultivation events), including who is best to make the ask and steward individual relationships;
- moving potential donors in an appropriate and timely fashion toward solicitation and closure;
- and, maintaining stewardship contacts with prospective and active donors.



COMPETENCIES & SKILLS

- Our ideal candidate will have an undergraduate degree or equivalent combination of training and experience, an understanding of cultural fundraising and NYC donor/philanthropic landscape preferred, and at least seven years of major gift/planned giving experience.
- They will also have a thorough background in fundraising best practices and donor databases for managing donor and solicitation records.
- Ability to see and understand the objectives of the major gifts group, the individual giving group, and the advancement division, and to integrate the major gifts program with those objectives
- Ability to articulate the case for support so that individuals “buy into” the vision/mission/goals of the Museum with sufficient effectiveness to secure gifts and pledges of greater than \$10,000, at a minimum
- Excellent oral, written, interpersonal, analytical, and organization skills required
- Ability to make direct, face-to-face solicitations, and assist the Director, Board and other staff with their solicitation (e.g. provide portfolio development support, strategic counsel, and help with donor communications)
- Acknowledge major donors through public and private recognition
- Track and report progress using specific metrics
- Highly detail-oriented with excellent organizational and time management skills
- Exceptional writing, editing, and communication skills
- Problem-solver and strategic and analytical thinker with the ability to prioritize and work in a fast-paced environment with multiple deadlines
- Ability to work with flexibility, efficiency, enthusiasm and diplomacy both individually and as part of a complex team effort
- Excellent computer skills including proficiency with MS Office and extensive knowledge of fundraising database management. Altru database experience a plus
- Able to multi-task, in a fast paced environment, while meeting deadlines and working within a budget
- Ability to meet revenue goals and grow a donor base
- Ability to interact with Museum members, donors, staff, and trustees in a courteous, professional, and cheerful manner
- Is a team player

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 Vice President, Institutional Advancement, Major Gifts** 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.