

Museum of the City of New York  
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 Museum seeks an Assistant Manager, Institutional Giving to join the Institutional Giving team. This position reports to the Director, Institutional Giving and works with the Manager, Institutional Giving. The ideal candidate should be energetic and organized and must possess excellent written, quantitative, and computer skills, with the ability to juggle multiple and diverse assignments. They will have experience working in a development office in a cultural institution, proven track record of working under pressure to meet deadlines, experience working with budgets and compiling financial information to create funder proposals reports, ability to treat confidential materials with discretion, and possess excellent organizational skills and attention to detail.

The successful candidate will be detail-oriented, personable and polished, well organized, possess strong writing and communications skills, a can-do attitude, and have an understanding of database management.

**Roles and Responsibilities:**

- Prepares proposals and reports for foundation, corporate, and government grants.
- Prepares presentations and other communications for cultivation of institutional donors.
- Acquires and maintains detailed knowledge and understanding of the organization, its mission, values, strategic goals, and programs to develop persuasive donor materials.
- Writes detailed reports and handles other aspects of foundation and government agency stewardship, including direct contact with program officers, foundation directors, and government agency staff.
- Generate reports, produce mailing lists, and pull other lists of information from the database.
- Organizes and attends donor visits, tours, and presentations, and manages other stewardship opportunities.
- Research and identify prospective corporate, foundation, and government donors.
- Maintain applicable donor records and giving histories.
- Work with Development Assistant to process and acknowledge contributions for institutional donors.
- Other duties as assigned.

**A successful candidate will have:**

- Strong writing and interpersonal communications skills.
- A Bachelor's degree.
- 1-3 years of experience.

- Mastery of Microsoft Office, especially Microsoft Word and Excel.
- Understanding of database management, knowledge of Raiser's Edge 7 or Altru is a plus.
- Detail-oriented.
- Ability to prioritize and multitask.

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** 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.*