



Major Gifts Officer

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 **Major Gifts Officer** is an essential member of the Development team that will be responsible for identifying and cultivating relationships with prospective major gift donors and planned giving donors. This involves full use of moves management principles, including prospect identification, and developing effective stewardship and solicitation strategies. The Major Gifts 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 serve as a staff representative on the Museum's Development Committee of the Board, and work directly with staff leadership to coordinate and execute long-term fundraising initiatives. This is a full-time, regular position that reports directly to the Director, Individual and Major Gifts.

Roles and Responsibilities:

- Build and codify the Museum's major giving program for the Museum, building upon foundational efforts achieved to date.
- Maintain a schedule of cultivation and solicitation activities with a portfolio of prospects and members of various giving groups devoted to the Museum.
- Engage through a rigorous strategy system, identifying and cultivating new prospects culled from the Museum's existing donor and attendance base, as well as recommendations brought forward by Museum trustees and other ambassadors.
- Establish a culture of philanthropy among the Museum's individual networks, crafting compelling fundraising appeals and pitches.
- Provide accurate and timely management of portfolios, along with developing unique and personal solicitation strategies, both written and direct, throughout the year
- Coordinate, manage, and lead special donor engagement opportunities, including dinners, salons, and other Patron and Major Gifts events, in conjunction with the Special Events team
- Monitor and report on major gift fundraising metrics.
- Work collaboratively with Museum Director, EVP, Development department directors, and Board members on major gifts solicitations.
- Perform other duties as needed

A successful candidate will have:

- A minimum of five years of experience in individual/major gift/planned giving, with a strong understanding of cultural fundraising and the NYC donor/philanthropic landscape, preferably for a museum or cultural institution.
- In-depth knowledge of fundraising best practices and donor databases for managing donor and solicitation records.
- Proven ability to make direct, face-to-face solicitations and support others in their solicitation efforts.
- Expertise in acknowledging major donors through both public and private recognition.
- Demonstrated ability to meet revenue goals and expand a donor base.
- Highly detail-oriented with exceptional organizational and time management skills.
- A problem-solver with strategic and analytical thinking skills, capable of prioritizing tasks in a fast-paced environment with multiple deadlines.
- Ability to work flexibly, efficiently, and diplomatically both independently and as part of a team.
- Ability to interact professionally and cheerfully with Museum members, donors, staff, and trustees.

- Capable of managing multiple tasks in a fast-paced environment while adhering to deadlines and budget constraints.
- The desire to work in a collaborative, supportive environment
- Strong interpersonal skills, with a courteous and professional demeanor.
- Excellent written and verbal communication skills
- Attention to detail, with strong analytical and critical thinking skills.
- Experience with Microsoft Office and Altru CRM system preferred

Physical Requirements & Work Environment

Must be able to remain in a stationary position 75% of the time and able to traverse through office and museum gallery environment. Requires the ability to operate standard office equipment including computers and keyboards for extended periods of time. 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. May require travel to offsite locations throughout the five boroughs.

BENEFITS

The annual salary for this position is \$100,000. Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan. The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability, critical illness, accident insurance, legal services and pet insurance, and Employee Assistance Program. The Museum has a generous paid time off policy including 12 sick days per year, vacation and 13 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 the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include **Major Gifts Officer** 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 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.