



Chief Development 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. 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. Through immersive exhibitions and programs, MCNY fosters shared identity, civic pride and engagement, and social cohesion for New Yorkers.

The **Chief Development Officer** is a dynamic and strategic leader of the Executive team that will be responsible for developing and implementing comprehensive fundraising strategies to support the museum's operations, exhibitions, programs, and capital initiatives. This position oversees a staff of at least six team members, plus consultants and contractors. This is a full-time, regular position that reports directly to the President.

Roles and Responsibilities:

- **Fundraising Strategy:** Develop and execute a comprehensive fundraising strategy to raise \$10M to \$15M annually and meet the Museum's financial goals. Develop materials and brand decks to engage prospective supporters. Identify, cultivate, and solicit major donors, corporations, foundations, and government agencies. Supervise membership and patron programs, cultivating grassroots and mid-level support.
- **Donor Cultivation:** Build and maintain relationships with existing and potential donors, creating a strong pipeline of support. Oversee major gifts staff in developing cultivation plans and stewardship activities to engage donors and increase their level of involvement and giving.
- **Individual & Major Giving:** Lead major gifts program for donors of \$50,000 or more, overseeing the identification, cultivation, solicitation, and stewardship of high-level individuals and families. Work closely with the President and Board of Trustees to identify and engage key prospects. Manage ongoing patron and membership programs and ensure donors are part of a giving ladder. Create a planned giving program and implement it as part of patron groups.
- **Corporate Giving:** Manage relationships with corporate partners and foundation funders. Develop compelling proposals and grant applications to secure funding for exhibitions, programs, and initiatives. Create and oversee corporate membership

program engaging companies and their employees with the Museum on an ongoing basis.

- **Institutional Giving:** Oversee foundation and government support, including securing grants from federal, state, and municipal agencies, while cultivating and soliciting institutional foundations. Set goals and strategies for MCNY's lobbying teams. Work with curatorial and programming departments to craft projects that meet institutional funder goals and guidelines.
- **Fundraising Events:** Vision an events program that includes a series of compelling and engaging cultivation activities, one major fundraising event that yields at least \$3M in unrestricted revenue, and at least one smaller fundraising event for Junior Board Members. Identify sponsorship and in-kind giving opportunities for events.
- **Campaign Leadership:** Lead and manage the museum's capital and endowment campaign, working closely with the President, Board of Trustees, and campaign committees to set goals and develop strategies for success.
- **Board Engagement & Stewardship:** Collaborate with the President and Board of Trustees to engage board members in fundraising efforts. Provide guidance and support to Trustees in their individual fundraising roles. Oversee Advisory and Junior Boards. Staff the Development Committee and assist with Nominating and other committees with adjacency to fundraising.
- **Team Management:** Recruit a team of high-level fundraising and operations staff. Provide leadership and mentorship to the Advancement team, ensuring effective collaboration, goal-setting, and professional development. Foster a culture of philanthropy and teamwork throughout the Museum and engage curatorial and programming staff in donor cultivation.
- **Operations:** Identify and implement systems and technology that support the department's strategy and goals. Make excellence in operations a core goal for the team.
- **Donor Recognition:** Oversee the implementation of donor recognition and stewardship activities, ensuring that donors are appropriately acknowledged and engaged.
- Perform other duties as needed

A successful candidate will have:

- Bachelor's degree. A Master's degree in a related field, such as business administration, public administration, museum management, or communications, is preferred.
- Minimum of 10 years of experience in for- or non-profit fundraising, with a proven track record of successful management of fundraising campaigns and operations, major solicitation, and events. Experience in a cultural institution or adjacent for-profit capital raising position preferred.
- Strong leadership and management skills, with the ability to motivate and inspire a team. Proven experience in building and maintaining relationships with high-level donors, board members, and other stakeholders.

- Deep knowledge and understanding of fundraising systems and technology platforms, including customer relationship management databases. Knowledge and experience with Microsoft Office, workflow management systems, and other basic administrative tools.
- Demonstrated ability to think strategically and develop innovative fundraising strategies. A strong understanding of current trends and best practices in philanthropy and institutional advancement.
- Excellent written and verbal communication skills, with the ability to articulate the museum's mission and fundraising priorities to a variety of audiences. Experience in writing compelling proposals and grant applications is essential. Experience with brand management and the creation of materials is a plus.
- A collaborative and inclusive leadership style, with the ability to work effectively with diverse stakeholders and foster a culture of philanthropy throughout the organization.
- Creativity and interest in developing activities and events for donors that spark passion for and interest in our city and MCNY.
- Genuine passion for the arts and culture sector, with a deep understanding of the role museums play in society. Familiarity with the cultural landscape and an appreciation and affiliation for New York City is a plus.
- A commitment to diversity, equity, and inclusion and a passion for advancing equity and addressing structural racism within nonprofit organizations.
- Be a well-organized person with a strong attention to detail.
- Demonstrate initiative, resourcefulness, and a creative approach to problem-solving.
- Display a high level of support for colleagues and build professional and respectful relationships with others; a team-oriented management style.
- Embody adaptability and flexibility with excellent time management skills.

Physical Requirements & Work Environment

This role requires being stationary for at least 50% of the time and navigating office and museum environments. Proficiency in operating office equipment and occasionally lifting up to 25 pounds is essential, along with significant wrist, hand, and finger movements. Strong visual acuity (close, distance, color, and peripheral vision) is necessary for tasks like data analysis and computer use. Occasional outdoor work and travel within the five boroughs may be required. 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 \$230,000+. 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 vacation, 12 sick days, and 12 holidays per year. 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 Anne Donnelly at contact@montarosa.com.

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.