



Director, Institutional Giving

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 **Director of Institutional Giving** is an essential member of the Development team that will be responsible for overseeing all foundation, government, corporate sponsorship, and other institutional funding for the Museum of the City of New York. This role is responsible for an annual goal of \$5-7 million, as well as restricted funding that varies based on exhibitions and special projects. A key member of the Museum's senior staff, the Director works 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 President and CDO, the Director sets annual institutional giving goals and collaborates with senior leaders throughout the institution to manage and grow existing grants, identify and pursue new funding opportunities, and build the institutional giving portfolio. This role works closely with the Finance team to manage and report on grants. This position supervises a full-time grant writer and consultants as needed. This is a full-time, regular position that reports directly to the Chief Development Officer.

Roles and Responsibilities:

- Create an institutional giving strategy including foundation, corporate, and government (city, state and federal) sources to identify, cultivate, and secure significant funding for general operating support, exhibitions, education programs, capital initiatives, and other special projects
- Oversee prospect research to identify potential institutional funding opportunities aligned with the Museum's strategic priorities
- Prepare and submit compelling grant proposals, comprehensive reports, and detailed funding applications
- Manage a robust portfolio of institutional donors, maintaining strong relationships and providing regular communication and stewardship
- Collaborate closely with the Museum's leadership, curatorial teams, and development staff to align institutional fundraising efforts with organizational goals
- Track and analyze funding trends, institutional giving metrics, and potential new funding sources
- Develop and maintain a comprehensive tracking system for institutional grants and funding opportunities
- Ensure timely and accurate reporting to institutional funders, including progress reports and financial documentation
- Represent the Museum at professional conferences, networking events, and funding community gatherings
- Mentor and supervise grant writing and development team members
- Other duties as assigned.

A successful candidate will have:

- Bachelor's degree; master's degree in a related field preferred

- Minimum of 5-7 years of progressive experience in institutional fundraising, with a proven track record of securing grants, preferably in a museum or other cultural setting
- Exceptional writing and proposal development skills
- Excellent organization and time-management skills, ability to track and meet deadlines, and meticulous attention to detail
- Knowledge of New York City's cultural funding landscape
- Ability to synthesize information and analyze data to create compelling fundraising narratives and meet funder interests
- 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
- Curiosity and willingness to delve into multi-disciplinary topics connected with the city
- Strong understanding of fundraising strategies and donor cultivation techniques
- A commitment to diversity, equity, and inclusion and a passion for advancing equity and addressing structural racism within nonprofit organizations
- Excellent written and verbal communication skills
- Flexibility and ability to adapt strategies in a fast-paced and dynamic environment
- Proficiency in grant management software and donor relationship management (CRM) systems
- Demonstrated ability to work collaboratively in a complex, mission-driven organization

Physical Requirements & Work Environment

Currently, MCNY offers a hybrid work schedule with three days a week onsite (Wednesdays and Thursdays are mandatory) and two days a week of flexible work when possible. In-person attendance may be required for meetings and events, even on flexible days. This schedule is subject to approval by supervisors and may change at any time. Weekend and evening work may be required to support special events as needed.

This role requires being stationary for 50% of the time and navigating office and Museum environments. Proficiency in operating office equipment and strong visual acuity (close, distance, color, and peripheral vision) is necessary for tasks like data analysis and computer use. Travel within the five boroughs may be required.

BENEFITS

The annual salary for this position is \$110,000+. 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 15 days of annual leave, rising to 20 days in year 2, 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 at Jennifer Krauss Recruiting, jen@jenniferkrauss.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.