



1000 Richmond Terrace
Staten Island, NY 10301-1181

StatenIslandMuseum.org
P. 718 727 1135
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Position Available

Director of Development Staten Island Museum

The Staten Island Museum seeks a dynamic and enthusiastic Director of Development to partner with the President & CEO to raise funds for the Museum's \$2 Million annual operating budget. The Director of Development's primary focus is to plan, administer and maintain a comprehensive fundraising program and communications strategy. The Director of Development will lead a department of two full-time staff members. As an essential member of the museum leadership team, the Director of Development will provide critical input into the strategic direction of the institution. The museum is looking for a leader who values working collaboratively to join a dedicated team to accomplish the financial goals that support the museum's mission and role in the Staten Island community.

Essential Responsibilities

- Plan, implement and oversee a comprehensive fund development program comprised of individuals, businesses, private foundations, government agencies, and earned income streams, focused on raising funds from diverse sources with an eye toward long-term institutional sustainability.
- Develop short- and long-term fundraising strategies and goals to fund operating, programmatic, capital and capacity needs for the Museum.
- Direct preparation and submission of grant proposals and steward a portfolio of current institutional funders to ensure timely submission of proposals and fulfillment of reporting requirements (Foundations, Corporations, and Government)
- Research and identify new foundation and corporate giving prospects based on museum's programmatic initiatives; cultivating new funding relationships and opportunities
- Manage the relationship and responsibilities of the museum as a member of the New York City Cultural Institutions Group and serve as liaison to the Department of Cultural Affairs
- Identify and implement new strategies and tools to further develop relationships with individual donors with the goal of enhancing the major giving, annual giving, and membership programs; and develop a planned giving program.
- Plan and execute major annual fundraising event and targeted cultivation activities
- Serve as a public representative of the organization, fostering relationships with community members, including elected officials, major donors and prospective funders. Attend community events, help to promote a positive public image and give broader visibility to the museum.
- Work closely with Director of Finance and Administration to monitor progress toward financial goals and for reporting requirements
- Guide museum marketing and communications messaging efforts
- As a member of the leadership team, attend all board meetings, serve as staff representative to Board Development Committee, and liaise with Trustees
- Supervise two support staff members and interns as needed
- Maintain knowledge about the external environment as it relates to arts and culture.
- Begin preliminary planning for a fundraising campaign to complement city-funded capital expansion

Qualifications

- 5+ years of demonstrated success in professional fundraising for a not-for-profit organization, preferably a cultural institution
- Experience with donor cultivation and relationship management
- BS/BA required, Masters preferred, from an accredited college or university
- Excellent interpersonal and communication skills, both written and oral; ability to engage with a wide range of institutional stakeholders
- Ability to work both independently but also as a team player who will productively engage with others at varying levels of seniority within and outside the museum.
- Self-starter able to be proactive, flexible and a creative problem-solver
- Demonstrated supervisory skills
- Comfortable juggling multiple projects simultaneously
- Strong organizational and time management skills with exceptional attention to detail
- Proficiency with donor database system, preferably Altru

Schedule and Compensation

Full-time, Monday through Friday, with some evening and weekend attendance required for board meetings, community events and select museum programs.

Salary commensurate with experience. Excellent, comprehensive benefits package.

About Staten Island Museum

Founded in 1881, the Staten Island Museum engages visitors with interdisciplinary exhibitions and education programs that explore the dynamic connections between natural science, art and history based on its diverse collections. The Museum is dedicated to making its current and future collections broadly accessible for educators, students, researchers and the general public by providing authentic experiences in the field and at the Museum. Staten Island Museum is a member of the NYC Cultural Institutions Group.

Staten Island Museum is a premiere cultural institution with a longstanding history in the community. In fall 2015, Staten Island Museum opened its flagship building at Snug Harbor after a \$24 Million renovation. With a new President and CEO as of fall 2017, the museum is presenting innovative programming and is poised as a major cultural presence with new development and investment bringing revitalized attention to the north shore of Staten Island.

See www.statenislandmuseum.org for more info.

Staten Island Museum is an equal opportunity employer.

To Apply

Please address cover letter, resume, and grant-writing sample (approx. 2 pages) to Janice Monger, President and CEO, and submit via email to apply@statenislandmuseum.org. No phone calls please. Interviews will start in May.