



1000 Richmond Terrace
Staten Island, NY 10301-1181

StatenIslandMuseum.org
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Position Available – February 2021

Director of Development Staten Island Museum

The Staten Island Museum seeks a dynamic and motivated Director of Development to partner with the President & CEO and Board Development Committee to raise funds for the museum's nearly \$2 Million annual operating budget. The Director of Development plans, implements and sustains a comprehensive annual fundraising effort and communications strategy for the museum. The Director of Development is the chief fundraising role for the organization and will lead a department of two full-time staff members. As an essential member of the museum leadership team, the Director of Development is instrumental in the museum's sustainability and growth and contributes to the strategic direction of the institution. The museum is looking for a fundraising leader to join a dedicated team to accomplish the organization's financial goals and foster relationships with donors, funders and supporters to fulfill the museum's mission and cultural role in the Staten Island community.

Duties and Responsibilities

Leadership and Planning

- Plan, implement and oversee a comprehensive annual 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.
- Identify organizational funding needs in collaboration with President & CEO and senior leadership and create strategic short- and long-term fundraising plans to meet income goals for programmatic, capital and capacity needs for the museum.
- Guide the museum's marketing and communications and social media efforts, collaborating with Communications Manager and the President & CEO on strategies and protocols for a comprehensive, multifaceted communication and messaging plan for broader visibility.
- Advance the museum's board-approved institutional Diversity Equity, and Inclusion (DEI) plan with support of Board and staff committees, and track progress toward goals

Fundraising and Stewardship

- Preparation and submission of grant proposals and steward a portfolio of institutional funders to ensure timely, quality 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; cultivate new funding relationships and opportunities
- 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.

Art

Natural Science

History

- Serve as staff representative to Board Development Committee, work closely with Development Chair, and liaise with Trustees; attend all board meetings
- Plan and execute major annual fundraising event and targeted cultivation activities and events.
- Ready the museum for future campaigns.
- Train, mentor and support museum colleagues and Board of Trustees in their donor and prospect engagement activities. Seek ways to maximize their personal giving and participation in philanthropic programs.

Management and Reporting

- Manage day-to-day fundraising operations, ensuring effective grant and gift tracking, revenue reports and donor management:
 - Oversee the fundraising budget; actively manage revenue to ensure that annual operating budget objectives and planned goals are met; track multi-year revenue and fundraising trends; and use results to strategically plan future opportunities.
 - Provide President and CEO with regular status reports and coordinate on funder relations.
 - Work with the VP of Finance to provide revenue projections and reports; support monthly and annual reconciliation process; and support the annual audit and organizational reporting.
 - Facilitate the application, reporting and contract management process for City, State and Federal funding.
 - Provide reports on fundraising for bi-monthly board meetings with Chair of Development Committee.
- Motivate, supervise, evaluate and mentor development staff. Create a supportive, collaborative, productive and healthy work environment based on respect, teamwork and clear expectations and responsibilities. Set performance standards and provide timely, constructive feedback. Support opportunities for professional development.

External Affairs

- Serve as a public representative of the organization, fostering relationships with community members, including elected officials, major donors and prospective funders.
- Be involved with the Staten Island community by attending community events, promoting a positive public image, and increasing the visibility of museum's work and impact.
- Support the President & CEO in liaising with the Cultural Institutions Group and the NYC Department of Cultural Affairs.
- Oversee press relations with support from Communications Manager.
- 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 and leadership in professional fundraising for a not-for-profit organization, preferably in arts and culture; or equivalent experience
- BS/BA required, Masters preferred, from an accredited college or university
- Commitment to the museum's mission and representing the museum's community benefit
- Experience securing support for a mission-driven nonprofit from a variety of sources, including major donors, institutional funders, digital and social media, special events, corporate partnerships and grassroots campaigns.

- Outstanding written and oral communications skills, with ability to work fluidly across all levels, build collaboration and buy-in and generate support from internal and external stakeholders
- Ability to craft and articulate nuanced, sophisticated cases for support to diverse audiences and constituents
- Excellent project management, organizational and prioritizing skills that include problem solving and analysis, as well as efficiency and accuracy when multitasking
- Ability to see “big picture,” think strategically, and translate strategy into goals and actions
- Desire to be involved in the Staten Island community
- Self-starter, proactive, flexible and a creative problem-solver
- Demonstrated supervisory and delegation skills
- Proficiency with donor database system, preferably Altru and/or Blackbaud suite
- Understanding of press relations and media outreach strategies
- Working knowledge of social media

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 broad collections. The Staten Island Museum is a member of the Cultural Institutions Group, a public-private partnership with the City of New York.

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, and further expansion into an adjacent, connected building for a STEAM Education Center is planned.

It is the **mission** of the Staten Island Museum to spark curiosity and generate meaningful shared experiences through natural science, art, and history to deepen understanding of our environment, ourselves, and each other.

Our **vision** is to:

- Make institutional decisions informed by diversity, equity and inclusion values
- Reflect the diversity of the Staten Island community as represented by our board, staff, and volunteers
- Provide a museum environment and program that is truly welcoming and inclusive of all people

Diversity, Equity and Inclusion (DEI) Commitment Statement

The Staten Island Museum (SIM) values, celebrates and commits to fostering diversity, equity and inclusion. SIM believes building an inclusive and equitable environment is an ongoing, active process that requires constant and deliberate mindfulness and attention. Through policies, procedures and programs, the Staten Island Museum values and seeks the strengths of human variety in race, ethnicity, culture, language, religion, gender, gender fluidity, sexual orientation, family structure, personal beliefs, age, ability, veteran status, socioeconomic status, immigration status, geography and country of origin. Across communities, in programming, with staff, trustees, volunteers, artists and visitors, SIM persistently strives to build a culture of diversity of voice and representation, authentically inclusive spaces, and equity for all.

See www.statenislandmuseum.org for more info.

Compensation

Salary commensurate with experience and abilities and reflective of salary levels in similarly sized cultural institutions and nonprofit organizations. Excellent, comprehensive benefits package.

Start Date and Schedule

Position is available immediately. Position is full-time, Monday through Friday, with some evening and weekend attendance required for board meetings, community events and select museum programs.

COVID-19 notes: SIM staff members are currently working predominantly remotely, with 1-2 days/week in office, with accommodation available upon request. It is expected that a combination of remote and in-office work will continue for at least the next few months. SIM has instituted rigorous COVID-19 protocols-- including self-health screens, social distancing, mask-wearing and enhanced cleaning -- to keep our staff and visitors safe.

To Apply

Please submit cover letter stating interest and experience and a résumé, addressed to Janice Monger, President and CEO, and send via email to apply@statenmuseum.org. No phone calls please.

Applications accepted through March 15, 2021 or until the position is filled.
Initial interviews will be conducted virtually.

Staten Island Museum is an Equal Opportunity Employer.