



1000 Richmond Terrace
Staten Island, NY
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StatenIslandMuseum.org
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Position Available – July 2022

Director of Advancement Staten Island Museum

The Staten Island Museum is partnering with A. D. Hamingson & Associates in the search for a fundraising leader to join a dedicated team to accomplish the organization's financial goals and foster relationships with donors, funders, government representatives, and supporters to fulfill the museum's cultural mission role in the Staten Island community and beyond.

Founded in 1881, 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. SIM is a premier 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. Further expansion into an adjacent, connected building for a STEAM Education Center is planned.

The Staten Island Museum seeks a dynamic and motivated Director of Advancement to partner with the President/CEO and Board Development Committee to raise funds for the museum's \$2 Million annual operating budget. The Director of Advancement plans, implements, and sustains a comprehensive annual fundraising program and communications strategy for the museum. The Director of Advancement is the chief fundraising role for the organization and an essential member of the museum leadership team. Instrumental to the museum's sustainability and growth, this dynamic leader contributes to the institution's strategic direction.

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 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.

Duties and Responsibilities

Leadership and Planning

Art

Natural Science

History

- Plan, implement and oversee a comprehensive annual fund development program from diverse sources with a focus on long-term institutional sustainability
- With President & CEO, 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
- Advance the museum's institutional Diversity Equity, Inclusion and Access (DEIA) plan with support of Board and staff committees, and track progress toward goals
- Contribute to and monitor strategic goals and capital expansion plan as part of senior leadership team

Fundraising and Stewardship

- Steward a portfolio of institutional funders (Foundations, Corporations, and Government) to ensure timely, quality submission of proposals and fulfillment of reporting requirements
- Research, identify, and cultivate new foundation and corporate giving prospects based on museum's programmatic initiatives
- Identify and implement new strategies and tools to further develop relationships with individual and major donors
- 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 events and targeted cultivation activities and events
- Mentor and coach the Board of Trustees in their donor and prospect engagement activities

External Affairs

- Oversee institutional public messaging, including marketing and press relations with support from the Communications Manager
- Serve as a public representative of the organization, fostering relationships with community members, including elected officials, major donors, and prospective funders.
- Actively involve the Staten Island community by attending community events, promoting a positive public image, and increasing the visibility of the museum's work and impact along with support staff
- Support the President & CEO in liaising with the Cultural Institutions Group and the NYC Department of Cultural Affairs.
- Maintain knowledge about the external environment as it relates to arts and culture
- Begin preliminary planning for a forthcoming capital campaign to complement city-funded capital expansion

Management and Reporting

- Manage day-to-day fundraising operations, ensuring effective grant and gift tracking, revenue reports, and donor management, including:
 - Oversee and report on the annual and multi-year fundraising budget
 - Coordinate on funder relations with President and CEO
 - Coordinate with VP of Finance on revenue projections and reports; monthly and annual reconciliation process; the annual audit; and organizational reporting
 - Report on fundraising efforts at 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.

Qualifications

- 5+ years of demonstrated success and leadership in professional fundraising for a not-for-profit organization with director-level experience, preferably in arts and culture; or equivalent relevant experience
- Commitment to the museum's mission and representing the museum's community benefit
- Significant 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.

Skills

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

Compensation

Salary range \$75-85,000. Excellent, comprehensive benefits package.

Start Date and Schedule

Available immediately for the summer or fall start date. The position is full-time, Monday through Friday, with evening and weekend attendance required for board meetings, community events, and special museum programs. SIM currently operates 4 days/week in the office and "Flex Fridays."

To Apply

To apply, please submit a resume, writing sample, and short answer questions using this online form: <https://airtable.com/shr3U5ThSzNtWGbA9>

Contact Sarah McLellan with any technical difficulties, sarah@adhamingsonassociates.com

Applications accepted through July 31, 2022 or until the position is filled.

[All Staten Island Museum employees must provide proof of full COVID-19 vaccination in line with NYC requirements.](#)

Staten Island Museum is an Equal Opportunity Employer.