

Position Available – April 2024

Chief Development Officer

The Staten Island Museum seeks an experienced, dynamic fundraising leader to join a dedicated team as Chief Development Officer. This role is responsible for accomplishing the organization's annual financial goals and preparing to undertake a capital campaign for a planned building expansion. The Chief Development Officer partners with the CEO and Board of Trustees to secure resources for SIM's annual needs and growth, fostering 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, with groundbreaking on the first phase in summer/fall 2024.

The Staten Island Museum seeks a motivated Chief Development Officer to partner with the President/CEO and Board Development Committee to raise funds for the museum's \$2.5 Million annual operating budget with a commitment to growth. The Chief Development Officer plans, implements, and sustains a comprehensive annual fundraising and external relations plan for the museum. The Chief Development Officer is an essential member of the museum leadership team. Instrumental to the museum's sustainability and growth, the Chief Development Officer leader contributes heavily 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 about the museum.

Duties and Responsibilities

Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. If you believe you meet most of the qualifications, we strongly encourage you to apply.

Leadership and Planning

- 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
- In FY25/26, lead pre-planning for upcoming capital campaign for museum expansion to build STEAM Education Center
- 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 with support from development associate
- 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 build individual and major donor program
- Serve as staff representative to Board Development Committee, work closely with Development Chair, and liaise with Trustees; attend all board meetings
- Plan and execute a major annual gala, supporting fundraising events and targeted cultivation activities
- Mentor and coach the Board of Trustees in their donor and prospect engagement activities

External Affairs

- Guide institutional public messaging and manage press relations
- Serve as a public representative of the organization, fostering relationships with community members, including elected officials, major donors, and prospective funders.
- Actively involved 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 museums, arts and culture

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 management-level experience, preferably in arts and culture; or equivalent relevant experience
- Bachelor's degree or equivalent
- 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
- Ability to assess data for donor tracking and reporting, familiarity with CRM (SIM uses Altru)
- Understanding of press relations and media outreach strategies
- Desire to be actively involved in the Staten Island community

Compensation

Salary range \$80,000 - \$95,000.

The Museum offers a generous employer-sponsored full benefits package, including:

- Health insurance benefits with a choice of plans through EmblemHealth, *at no cost to employee for individual or family*. Employee may choose upgraded plan options including prescription drugs with employee contribution.
- The Museum provides enrollment in the NYC Management Benefits Program which supplies supplemental benefits, including basic group life insurance, superimposed major medical, dental and vision coverages
- Employees are afforded coverage under New York State long-term disability and workers compensation. Nominal employee payroll contributions are mandatory for NYS short term disability and NYS Paid Family Leave
- Pension through Cultural Institution Retirement System (CIRS), vesting in 5 years
- 401(K) participation available through CIRS, non-matching
- Employees are provided with twelve (12) paid holidays, fifteen (15) vacation and ten (10) sick days annually for the first five years, accrued according to Museum policy. Employees are entitled to paid jury duty and bereavement leave. The Museum complies with current state and federal policies for Family and Medical Leave.

Additional perks:

- Free onsite parking
- Access to professional development growth opportunities
- SIM staff receive complimentary admission to participating NYC museums

Start Date and Schedule

Position is open immediately. The position is full-time 35 hours/week, Monday through Friday, with some evening and weekend attendance required for bi-monthly board meetings, community events, and special museum programs. SIM currently operates 4 days/week in the office with "Flex Fridays."

To Apply

To apply, please submit cover letter, resume, and a grant writing sample to apply@statenmuseum.org with subject line: Chief Development Officer – [your last name, first name].

Applications and interviews will begin on a rolling basis. Applications will be accepted through June 1 or until the position is filled.

Staten Island Museum is an Equal Opportunity Employer.