



TITLE: DEVELOPMENT MANAGER
DEPARTMENT: DEVELOPMENT
REPORTS TO: DIRECTOR OF DEVELOPMENT
STATUS: FULL TIME-EXEMPT

El Museo del Barrio, founded by a coalition of Puerto Rican educators, artists, and activists, is the nation's leading Latino and Latin American cultural institution. The Museum welcomes visitors of all backgrounds to discover the artistic landscape of these communities through its extensive Permanent Collection, varied exhibitions and publications, bilingual public programs, educational activities, festivals, and special events.

SCOPE AND PURPOSE OF ROLE

The Department of Development at El Museo del Barrio raises funds from individuals, corporations, government entities, and foundations, to support the mission of the museum. The Development Manager is a new position for the museum, signaling an emergent priority to support the Director, and primarily build and sustain a community of major donors. The successful candidate will develop a portfolio of donors with the intention of building a robust community of those giving \$5,000 and more. Key responsibilities include donor research, personal solicitation, management of the El Museo membership program, volunteer management, interactive communications, stewardship, and maintaining accurate donor records in Raiser's Edge.

The Development Manager will engage donors and prospects personally through meetings, events, tours, and more. They will enjoy a fair amount of latitude in creating new opportunities for engagement, and write proposals, reports, as well as acknowledgment, cultivation, and solicitation letters. This is a great opportunity for someone with an entrepreneurial approach and enthusiasm for working directly with donors. The Development Manager partially supervises a development associate, with overall supervision reserved for the Director of Development.

RESPONSIBILITIES

- Helps build a qualified portfolio of major donor prospects; conducts research and deploys research findings to identify potential donors
- Develops and implements plans to cultivate, solicit, and steward a portfolio of donors as assigned. Sets up donor visits for self and others including the Director
- Drafts funding proposals for Exhibitions, Programming and Engagement initiatives, as well as capacity-building projects
- Manages El Museo's membership program and its benefits while collaborating with Visitor Services and Operations
- Prepares stewardship e-newsletter in partnership with Marketing
- Drafts donor communications, including acknowledgments, renewal letters, and more, with oversight of the Development mailing and solicitation schedule
- Works closely with the Board of Trustees, the Director, and supporters to secure major gifts through special projects, events, and exhibitions

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- Helps build and track meetings, contacts, and more, to contribute to the overall learning environment of what works and does not
- Serves as an ambassador at events that present opportunities for donor cultivation
- Helps foster a philanthropic culture within the organization, sharing learnings and inspiring others to join in engaging donors
- Inputs information regarding donors and prospects into Raiser's Edge
- Attends fundraising seminars and training sessions to build and refine skills
- Performs other duties as assigned

QUALIFICATIONS

- Bachelor's Degree required, with a minimum of three years' relevant experience and demonstrated track record of financial development and/or sales productivity in a complex work environment
- Excellent verbal & written communication skills; strong organizational skills; attention to detail and interpersonal skills; engaging presentation ability
- Proficiency in Raiser's Edge NXT, Microsoft, Excel/Word/PowerPoint
- Ability to work independently and as part of a team
- Demonstrated ability to work well under pressure with a respect for deadlines
- Willingness to travel, as well as participate in evening and weekend activities
- Sound knowledge of laws, practices and philosophy of charitable giving, and commitment to the Donor Bill of Rights
- Qualities such as flexibility, creativity, collaboration, and the ability to work well with an array of personalities, as well as an entrepreneurial approach and sense of humor

APPLICATION INSTRUCTIONS

Please send a cover letter, resume, to jobs@elmuseo.org, with Development Manager in the subject line. No phone calls, please.

El Museo values diversity in backgrounds and in experiences. El Museo's commitment to a diverse workforce has been a key to our success. In accordance with that commitment, El Museo provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, predisposing genetic information, gender identity and/or expression, military, or veteran status in accordance with applicable federal, state and/or local laws. El Museo values a diverse workplace and encourages those members of the El Museo community to apply to this posting. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, transfer, leaves of absence, compensation, and training.

As a commitment to the health and safety of El Museo's employees and patrons, we have enacted a mandatory vaccination policy for our employees. Accordingly, all prospective hires must be able to provide proof of vaccination if an offer of employment is extended. However, in accordance with our dedication to equal employment opportunities for all, and in compliance with all federal, state, and local laws and regulations, exemptions to El Museo's vaccination policy exist for individuals based upon their medical conditions and/or sincerely held religious beliefs.

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