

QUEENS MUSEUM

Queens Museum
New York City Building
Flushing Meadows Corona Park
Queens, NY 11368

Position Title: Director of Development
Department: Development
Reports To: President & Executive Director
Position Classification: Full-time, Exempt, Benefits-Eligible
Work Location: Onsite at Queens Museum

Work Schedule: Monday - Friday
(10:00 AM - 6:00 PM)
Salary Band: B3
Salary Range: \$90,000 - \$110,000 per year
Management Classification: Senior Management
Direct Reports: (4)

About the Queens Museum

The Queens Museum is dedicated to presenting the highest quality visual arts and educational programming for people in the New York metropolitan area, and particularly for the residents of Queens, a uniquely diverse, ethnic, cultural, and international community.

The Museum fulfills its mission by designing and providing art exhibitions, public programs, and educational experiences that promote the appreciation and enjoyment of art, support the creative efforts of artists, and enhance the quality of life through interpreting, collecting, and exhibiting art, architecture, and design.

Position Overview

The Director of Development (DOD) is a key member of the Executive Team and with the leadership of the QM develops and manages the organization and business. They are responsible for and lead on all aspects of revenue and income-generating activities. Joining the QM at the time of exciting capital expansion and the development of a Children's Museum, the DOD will lead on the development of a Capital Campaign and a long term Development plan for QM. They will represent the Museum to a broad spectrum of funders, community leaders, and external stakeholders. They are a member of the senior team and participate in developing strategy with the Executive Team and Directors Group, and the development and delivery of policies and a strategic business plan for QM.

Reporting to the Executive Director, the DOD works with the Executive Director and COO to ensure that development strategies are aligned with the mission, vision, and values of the Queens Museum; lead and manage the day-to-day activity of all development operations, including government, foundation, and corporate fundraising; individual cultivation and stewardship, membership, annual fund programs, and special events and programs.

Essential Functions

Development Strategy

- Create and implement an annual fundraising strategy to support the program and vision and general operating expenses including a capital campaign strategy for the Development of the Children's Museum and new Collections Galleries
- Develop and implement an institutional giving strategy for solicitation of major gifts, foundation and government grants
- Develop and implement a strategy for cultivation, stewardship, and solicitation of the Board of Trustees and major individual donor support
- Lead and support the planning and coordination of Executive Director's fundraising efforts including active engagement of the Board of Trustees and individual donors.
- Maintain and track all existing institutional, corporate and individual donor relationships
- Identify, cultivate, increase and renew grants and contributions from institutional partners
- Plan, organize, and supervise special events for solicitation and cultivation purposes, including the museum's annual Gala, regular fundraisers, year-round donor engagement and cultivation events, patrons tours and trips and exhibition receptions and previews
- Supervise comprehensive updates, tracking, and maintenance of the fundraising database, including membership lists, records, and fundraising calendar
- Coordinate, edit, and approve all proposals, correspondence, and appeal letters to all funding sources
- Support the development of a strategy and business plan to identify new and current sources of funding for the capital campaign
- Oversee government relations and support from government sources at the local, agency, state, federal, and international level
- Write or edit reports to funders on all funded projects
- Work closely with the Director of Communications and Digital Initiatives to enhance development initiatives and fundraising campaigns

Administration & Supervision

- Supervise and advise the development staff including the Individual Giving & Events Manager, Institutional Relations and Grants Manager, and Development Coordinator roles
- provide development team with guidance, continuous feedback and constructive criticism as needed through regular weekly meetings
- Identify the scope of work and delegate responsibilities and guidance to department staff
- Oversee outside consultants engaged for development and government affairs
- Supervise research on prospects for all potential funding sources, including

government, foundations, corporations, and individuals.

- Attend interdepartmental meetings of senior staff and hold regular department meetings
- Review staff performance on an annual basis in collaboration with the Director of Administration and Human Resources
- Build strong relationships with Trustees and supporters and support governance and Board solicitation relationships, including managing the Development and Gala Committee meetings
- Project annual revenue and develop, secure, and track income streams through earned income, rentals, and sales

Budget & Finance

- Consult with the Executive Director, Deputy Director, and the Director of Finance on the annual budget and assist in the preparation of all project budgets.
- Monitor and update monthly, quarterly, and annual projections based on revenue
- Develop and manage the departmental budget
- Present fundraising updates and projections to the Board of Trustees

Management Responsibilities

- Mentor and supervise department staff, fellows, and interns; work with QM leadership to identify professional development opportunities
- Model exemplary workplace behavior in alignment with the QM mission and values; take proactive steps to enhance an organizational culture of learning, inclusion and cross-departmental collaboration
- Contribute to the QM's Inclusion, Diversity, Equity, and Accessibility ('IDEA') initiatives.
- Manage performance for department staff, deliver constructive feedback in an appropriate and fair manner; collect staff input and feedback
- Strategize and determine departmental goals, set timelines, and track progress in the employee database (ADP WorkforceNow)
- Maintain department budget, forecast budgeting inputs for each fiscal year
- Work closely with HR to ensure all department staff have knowledge of QM policies and procedures
- Review and approve employee time sheets for biweekly payroll processing via ADP WorkforceNow
- Actively Participate in Management meetings and encourage dialogue, attend events and industry gatherings, support colleagues by attending museum programmatic events

This list represents the essential functions of the role, this list does not constitute an exhaustive list of job functions

Competencies

- Well-organized with strong attention to detail
- Demonstrates initiative, resourcefulness, and a creative approach to problem-solving
- Thrives in culturally diverse settings
- Displays a high level of support for colleagues, and builds professional and respectful relationships with others
- Adaptability and flexibility
- Excellent time management skills with the ability to meet deadlines

Qualifications

- Prior progressive leadership experience in a non-profit organization with a successful track record in fundraising, development operations, and communications
- Extensive knowledge of fundraising strategies and principles
- Impactful storyteller with accomplished verbal, written and interpersonal skills and a sophisticated approach to relationship-building
- Proven management and supervisory skills with a team-oriented management style
- Demonstrated ability to leverage CRM and accounting tools to analyze progress and achieve results

Requirements

- 5+ years experience in Non-profit Development and Fundraising (arts & cultural institutions experience is preferred)
- Bachelor's Degree in Non-Profit Management, Business Administration, Communications/Public Relations, a related field, and/or its work experience equivalent
- Strong computer skills, proficient in Microsoft Suite and Google Workspace, and CRM/fundraising databases (Salesforce/Veeva is preferred)
- Excellent writing, editing, and proofreading skills
- Availability to work onsite at the Queens Museum

How to Apply

[**CLICK HERE TO APPLY THROUGH OUR ONLINE CAREERS PORTAL**](#)

1. A resume outlining your work experience
2. A Cover letter describing your interest in this position

Please note that due to the high volume of applications, only complete applications including a cover letter will be considered for an interview.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the

qualifications for a given role. Therefore, if much of this job description describes you, then you are highly encouraged to apply for this role

Interview Schedule

Candidates selected for interview will meet with the QM's hiring committee on the following dates:

- Introductory interview (Zoom)
- Final interview (onsite at the QM)
- Anticipated start of work: Immediate hire.

Please note only candidates selected for interviews will be contacted.

Benefits

This is a full-time benefits eligible position to participate in the following benefits:

- Paid Time Off including Vacation, Sick Leave, and Personal Days
- (11) Paid Holidays & (4) Summer Fridays per year
- Medical, Dental, and Vision Benefits
- Retirement Benefits (401K savings plan, Pension plan, and Life Insurance policy)
- Employee Assistance Program
- Free affiliate admission to most American Museums

Hybrid Work Model

The QM team is currently practicing a hybrid work model, incorporating a blend of onsite and remote working. QM department heads require attendance onsite at the Museum 3 days per week, to participate in in-person meetings and project work.

EEOC Statement

The Queens Museum is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, familial status, marital status, military status, sexual orientation, genetic information, HIV status, arrest record, gender identity, gender expression, transgender status, genetic information, domestic violence victim status, or any other characteristic protected by applicable federal, state or local laws. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities and general treatment during employment. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

COVID-19 Vaccination Mandate

The highest priority of the Queens Museum is safeguarding the health and safety of its employees and communities. It is therefore the policy of the QM to require employees to provide proof of COVID-19 vaccination as a measure of public safety. As such, proof of COVID-19 vaccination is a condition of employment of the Queens Museum. This job offer is conditional upon proof of COVID-19 vaccination, which is to be submitted to Human Resources prior to the start of work date stated on this letter. Requests for reasonable accommodations for persons who cannot show proof of vaccination because of a disability, pregnancy, religious belief, status as a victim of domestic violence, stalking, or sex offenses or for medical, or other covered reasons will be considered in accordance with all applicable laws.