Employment Opportunity:
Coordinator, Major Gifts and Institutional Philanthropy {Hybrid}

About the Museum
The Rubin Museum of Art located in the Chelsea, New York City area, explores and celebrates the diversity and uniqueness of Himalayan art, ideas and culture across history and into the present.

Through Himalayan art, cultures, and ideas, the Rubin serves as a guidepost to examine big questions of what it means to be human today with the intent of creating a more compassionate, resilient world.

With its globally renowned collection, the Rubin fosters understanding and appreciation of this extraordinary region by connecting its art and ideas to contemporary issues that are relevant in our visitors’ lives today.

Largely inspired by the philosophical traditions of Buddhism and Hinduism, the Rubin offers innovative exhibitions and programs that examine provocative ideas across the arts and sciences. In doing so, the Museum serves as a space for reflection and personal transformation, opening windows to inner worlds so visitors can better navigate outer ones.

Within its five floors of galleries are several long-term rotating installations drawn from the permanent collection, including Gateway to Himalayan Art, Masterworks and our recently installed interactive Mandala Lab among others.

About the Position
The Coordinator, Major Gifts & Institutional Philanthropy (Coordinator) will provide fundraising and general administrative support to the Major Gifts and Institutional Philanthropy teams (2 staff members) and overall administrative assistance to the Development Director. While the ability to successfully collaborate with internal stakeholders is of the utmost importance, the position is also donor-facing. Thus, it requires a unique combination of warmth, poise, communication skills, and attention-to-detail, as well as the ability manage time, interact with colleagues, and prioritize well.

In this position, the Coordinator will assist the Director of Development to manage two (2) Board of Trustees Committees and will serve as a liaison between Development and all other departments museum wide.

This is a full-time exempt position with partial reporting relationships to the Director of Development, Senior Manager of Major Gifts and Senior Manager of Institutional Philanthropy.
Responsibilities:

Development:
- Provides overall administrative support to the Director of Development which includes: scheduling meetings, following up with meeting requests, maintaining department calendar/Outlook; responding to verbal and written inquiries from internal and external donors and other constituents.
- Assists with staffing needs for all Development-related special events including online and in person fundraising benefits, cultivation, stewardship, and opening events.
- Drafts donor outreach and related correspondence, agendas, and email announcements.
- Assists with all major donor budget-related tasks.

Major Gifts/Institutional Philanthropy:
- Provides general administrative support for Major Gifts and Institutional Philanthropy teams.
- Participates in and supports various strategy meetings.
- Assists with prospect research and prepares donor/funder profiles for existing donors, prospects, potential institutional funders.
- Maintains donor, funder, and prospect information in the fundraising database (Raiser’s Edge).
- Tracks payments and writes acknowledgments for Trustees, Major Gifts, and Institutional Philanthropy.
- Manages crediting and logo acknowledgements for donor walls, website, emails, flyers, and press releases.
- Helps identify images from exhibitions, programs, openings, and events that are suitable for major donors/institutional proposals and stewardship, and for applications and reports to foundation, corporate, and government institutions.
- Maintains organization of electronic files for Major Gifts and Institutional Philanthropy teams.
- Performs all other duties as assigned.

Board Committee Management:
- Coordinates Committee meetings with the Director of Development for the Marketing & Development Committee and the Nominating & Governance Committee of the Board of Trustees. This includes preparing agendas, recording minutes, and other organizing supporting documents for Committee meetings.
- Acts as the liaison on behalf of the Director of Development with members of the Board of Trustees, select donors, and other stakeholders.

Qualifications:
- Bachelor’s degree required.
- 2 to 3 years of experience working in development marketing, communications, and/or related areas – a plus.
- Proficiency in Microsoft Office and Google suite products required.
- Experience with Raiser’s Edge and other databases preferred.
• Must be detail-oriented and have the ability to multitask and work in a fast-paced environment.
• Must have excellent interpersonal, oral and written communication skills.
• Must be able to work across departments and teams in a collaborative environment.
• Major interest in gaining experience in all areas of Development and specifically in Major Gifts, Institutional Philanthropy, Board relations, and events – a plus.
• Familiarity and/or experience with Himalayan arts and cultures a plus.
• A self-starter and team player with a “can do” attitude a plus.

Salary: Mid $40ks

The Rubin offers a competitive and generous benefits package.

Hybrid work model:
The Rubin is committed to a hybrid work from home (WFH) environment. Our current hybrid model allows employees to work offsite as much as is practical based on their job responsibilities and will stay in effect until possibly the end of August 2022. The Rubin’s future WFH policy will allow employees to work offsite three (3) days per week based on their job responsibilities and will take effect in September 2022 at the earliest.

COVID-19 Vaccination requirement:
• Newly hired employees are required to be fully vaccinated for COVID-19 (i.e. have received both doses of a 2-dose vaccine OR a single dose of a one-dose vaccine) and must provide proof once a job offer has been made.
• The above definition of what it means currently to be fully vaccinated is based on the definition from the Centers for Disease Control and Prevention (CDC).

Please provide the following as part of your application:
• Complete resume.
• A cover letter addressing both your interest in the Rubin Museum and your qualifications for this position.

Application:
• Please indicate Coordinator, Majors Gifts & Institutional Philanthropy in the subject line of email and in the body of the cover letter.
• Application in electronic format preferred and accepted at jobs@rubinmuseum.org.
• Send application by mail to: The Rubin Museum of Art, 150 West 17th Street, New York, NY 10011. Attention: Head of Human Resources Dept.

The Rubin Museum of Art is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation, or political affiliation.