Employment Opportunity:
Director of Development

About the Museum

The Rubin Museum explores and celebrates the diversity of Himalayan art, ideas, and culture. 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. Aligned with ongoing research into learning, behavior, and the brain, the Rubin offers innovative exhibitions and programs that ask big questions and examine provocative ideas. Through our work, the museum serves as a space for reflection and personal transformation, opening windows to inner worlds so visitors can better navigate outer ones.

The Rubin’s collection of nearly 4,000 objects tells the story of 1,500 years of Himalayan Art. Inspired by the ideas of Tibetan Buddhism, Hinduism, Bon, and other religious systems, Himalayan art is uniquely conceived as a tool for contemplation and mental training, intended to help viewers develop awareness. We introduce our audiences to these various religious and philosophical traditions and, in doing so, use art to spark reflection, and shift perspectives.

The Rubin presents on-stage conversations, music, film, performances, as well as a robust roster of other innovative educational initiatives. The ground floor provides a lively nexus for conversation, shopping, refreshment, and dining. Anchored by its magnificent staircase, it is free and open to all visitors and serves as a safe and welcoming space for all.

About this Position

The Rubin seeks an entrepreneurial, collegial, and goal-driven fundraising leader with a demonstrable track record of success to serve in the position of Director of Development. Reporting to the Executive Director, the successful candidate will be a key member of the Executive Team. This position will focus on donors and prospects with a high capacity, as well as major grants from foundations and corporations. The Director will help the Rubin Museum build a strong culture of philanthropy and develop a comprehensive fundraising plan to diversify funding sources and expand the donor base, with a particular focus on the two areas of strong potential growth – Major Gifts and Foundation Grants.

The Director of Development will lead and manage three (3) direct reports and will oversee a team of five in the Development department – Major Gifts (2), Membership & Development Operations (2), and Institutional Philanthropy (1). Key measurements for success in this position include the prospect pipeline; total value of gifts secured by the team; timely and accurate donor feedback and ongoing cultivation; and effective collaboration with all internal and external stakeholders. The ideal candidate will be
passionate about the arts and the Rubin’s mission, and have demonstrated success in increasing philanthropic support in a competitive environment.

**Job Responsibilities:**

- Leads the museum-wide efforts to build a strong philanthropic culture and vision that includes all internal and external stakeholders, including the Board of Trustees.
- Plans, develops, and implements a robust and creative fundraising program as part of the museum’s strategic fundraising development plan.
- Leads and mentors; has the ability to inspire the team.
- Develops, monitors, and reports on fundraising plans and budgets.
- Identifies, cultivates, builds, and solidifies relationships with new and established contributors/donors.
- Directly solicits and closes gifts from major donors and prospects in collaboration with the Executive Director and other internal stakeholders.
- Leads the strategy and team in increasing institutional philanthropy, especially from foundations and corporations.
- Builds on and furthers core donors (members etc.) and drives direct fundraising efforts.
- Works with fellow Museum directors, Board President, and others to identify, engage, and enlist potential trustees and enhance the engagement of current trustees.
- Works with Board and executive leadership and staff to prepare and launch comprehensive fundraising campaigns.
- Serves as co-lead staff on the Board’s Development & Marketing and Nominating & Governance Committees, and develops projections and reports for those committees.
- Collaborates closely with the Director of Marketing and Communications to ensure that fundraising messaging and donor engagement are central to the Rubin brand and communications approaches.
- Serves as public philanthropic spokesperson for the Rubin Museum.
- All other duties as assigned.

**Qualifications:**

- Bachelor’s degree required; advanced degree preferred.
- A minimum of 10 years of fundraising experience, with progressive levels of leadership experience, a proven track-record of closing significant gifts and leading teams, preferably in the arts sector.
- Passion for the arts and an understanding of the Rubin’s mission.
- A team player – comfortable working in a team-oriented, fast-paced environment, and with diverse groups.
- Ability to meet deadlines, coupled with strong attention to detail.
- Excellent interpersonal skills to engage trustees, staff, and external constituencies.
- Demonstrated capacity to create innovative and entrepreneurial approach to fundraising, along with ability to inspire change.
- Excellent oral and written communication skills; ability to inspire, manage, mentor, coach, recruit, and retain both staff and trustees.
- Extremely collaborative.
- Diplomatic and strategic change agent with a strong sense of accountability and intellectual ownership.
• Experience within the New York City cultural philanthropic sphere.
• Passion for other cultures, with international-fundraising experience preferred.
• High level of resilience and comfort managing strong personalities with patience and a sense of humor.
• Knowledge of professional standards and legal parameters regarding fundraising activities.
• Knowledge of fundraising software systems (especially Raiser’s Edge).

Salary and Benefits:
• The Rubin Museum offers a competitive salary and excellent benefits.

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

Application:
• Indicate “Director of Development” on the subject line of email, or in the body of cover letter.
• Application in electronic format preferred, and accepted at jobs@rubinmuseum.org
• Mail application to: – Head, Human Resources, Rubin Museum of Art, 150 West 17th Street, New York, NY 10011.