Employment Opportunity:
Director of External Affairs

SUMMARY
The Rubin Museum of Art is dedicated to creating a dynamic environment that stimulates learning, promotes understanding, and inspires personal connections to the idea, cultures, and art of the Himalayas, and neighboring regions including India. Now beginning its second decade, the Rubin Museum welcomes over 175,000 visitors annually and has over 4,000 members. The yearly pace is lively with more than six changing exhibitions, over 250 films, concerts, and on-stage conversations, and a robust roster of other educational initiatives.

The Rubin Museum’s preeminent collection includes over 3,200 objects spanning more than 1,500 years to the present day. Included are works of art of great quality and depth from the Tibetan plateau, with examples from surrounding regions including Nepal, Bhutan, India, Pakistan, Afghanistan, China, and Mongolia.

DESCRIPTION
The Rubin is seeking an experienced Director of External Affairs to lead its continued expansion as a leading cultural institution in New York City with international impact. This position provides a unique opportunity to work at a premier cultural institution, alongside the museum’s Board of Trustees, donors, and staff to strengthen the organization for the future.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This executive-level position reports to the Executive Director. The Director of External Affairs will lead the museum’s development and marketing/communications departments (a division budget of approximately $2.5-3 million including 15 staff) and will play a critical role within the institution’s leadership team as the museum enters its next phase of growth and further positions itself for long-term success. The successful candidate will:

- Lead, motivate and supervise a team that assists in achieving the Museum’s overall goals and objectives.
- Direct innovative high-level fundraising efforts that enable the organization to raise significant gifts from new and existing prospects and donors.
- Develop and execute the museum’s overall development strategy to meet short-term and long-term fundraising goals.
- Enhance the museum’s major-donor cultivation, including individuals, foundations, corporate partnerships, and government relations.
- Play a major role in trustee relations and experience.
- Enhance member and donor experience.
• Play a strong leadership role integrating development considerations and effort into all areas of the museum; e.g., programs, events, education.
• Further the museum’s efforts to reach and engage new audiences.
• With key staff, oversee development and execution of museum-wide marketing plan. With a goal of expanding participation as well as the Rubin’s brand/identity awareness, the Museum’s integrated marketing communications strategy includes advertising, public relations, digital and social media efforts as well as strategic partnerships.
• With key staff, oversee agency relationships and strategic direction.
• Develop and analyze data-driven research to help inform Museum-wide initiatives.

SKILLS AND ATTRIBUTES:
The Rubin is seeking an exceptional leader who will contribute to the overall strength and future impact of the institution. Applicants should have at minimum an undergraduate degree and at least 10 years of relevant experience, with a minimum of 5 years in a managerial role. The ideal candidate will possess:

• Background in institutional development at various levels, proven fundraising record, and capacity to formulate both traditional and entrepreneurial strategies.
• Experience with endowment campaigns.
• Experience in developing and managing budgets.
• Experience working successfully and collaboratively with trustees, volunteers, senior management, and professional colleagues.
• Demonstrated ability to select, train, motivate, and inspire staff, while holding them accountable for their performance.
• Demonstrated ability to direct and execute effective strategies and tactics for marketing, social and traditional media, and public relations.
• Successful record of achievement soliciting major gifts, building and cultivating relationships, and utilizing a strong network of contacts.
• Successful experience managing agency relationships and technical-support teams.
• Excellent interpersonal, verbal and written communications skills – ability to build consensus across internal and external constituents.
• Highly organized strategic thinker. Experience in establishing clear direction, operating against objectives, and meeting deadlines.
• Strong management skills. Experience in both leading teams and in working collaboratively as part of a team.
• Interest and experience in Arts and Culture.
• Energetic and enthusiastic leader, comfortable with both the creative elements and technical components of the role.
• 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.
SALARY AND BENEFITS:
- The Rubin Museum offers a competitive salary and excellent benefits.

Please provide the following as part of your application:
- Complete resume, including salary history and salary requirements.
- A cover letter addressing both your interest in the Rubin Museum and your qualifications for this position.

Application:
- Indicate “Director of External Affairs” on the subject line of email, or in the body of cover letter.
- Applications in electronic format preferred, and accepted at jobs@rmanyc.org
- Mailed applications – Manager, Human Resources, Rubin Museum of Art, 150 West 17th Street, New York, NY 10011