Employment Opportunity:
Head of Major Gifts

About the Museum

The Rubin Museum of Art in Chelsea, New York City, explores and celebrates the diversity and uniqueness of Himalayan art, ideas and culture across history and into the present. With its globally renowned collection of nearly 4,000 objects largely centered around the Tibetan Plateau and spanning 1,500 years, the Rubin fosters understanding and appreciation of this region by relating its art and ideas to our shared human experience today.

The Rubin offers innovative exhibitions and programs that examine provocative ideas across the arts and explores the mind. Through this work, the Rubin 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 as well as frequent short-term exhibitions that are more broadly conceived.

Now in its second decade, the Rubin welcomed around 170,000 visitors last year and has a growing membership of more than 4,000 households.

About the Position

The Head of Major Gifts will lead the Museum’s efforts to deepen, broaden, and increase support from major donors. The incumbent will lead the strategic vision for major gifts and expand the portfolio of major donors who support the Museum’s exciting exhibitions, programs, on-line digital resources, and other priorities, increasing philanthropic support from $1-2 million over the coming years. The Head of Major Gifts will lead a team that identifies, cultivates, solicits, and stewards a portfolio of prospective and current major donors. This is a full-time exempt position.

The Head of Major Gifts will interface with all levels of the organization, including with members of the Board of Trustees; Executive Director and team; and across departments. The Head of Major Gifts will be part of a 6-member Development team and will supervise the Manager of Major Gifts.

The incumbent will report to the Director of Development.
Responsibilities:
- Works closely with the Director of Development to craft a 3-year strategy to expand the pool of major donors, to build a pipeline for the Board of Trustees, and to increase philanthropic support for the Rubin.
- Works closely with members of the Development team.
- Leads prospecting, using a recent wealth screening and other research, and supports Trustees and other donors in engaging their networks of philanthropists.
- Creates a moves management approach to engaging, cultivating, soliciting, and stewarding relationships.
- Meets with and sets-up digital and in-person meetings for approximately 150 donors and prospective donors per year.
- Builds both financial and non-financial goals and measurable outcomes and cultivates a team approach toward reaching those goals.
- Prepares and works with team members to prepare briefings and research.
- Creates engagement strategies, gift ideas, messaging, and a case for support.
- Supervises and manages a Major Gifts Manager. Builds an effective team through collaboration, guidance, and coaching.
- Represents the Rubin Museum at events, virtual events, and on other occasions.
- Tracks, analyzes, and prepares reports on progress of major gifts.
- Builds and manages departmental budgets and revenue targets.
- Maintains high quality of quantitative and qualitative information in Raiser’s Edge.
- Keeps abreast of Rubin Museum’s goals and projects and accurately communicates the museum’s ideas and achievements to donors and prospects.
- Helps shape an internal culture of philanthropy.
- Assumes other duties as assigned.

Qualifications:
- Bachelor’s degree required; Masters preferred.
- 5-10 years of experience in a non-profit setting, preferably with significant solicitation experience as well as experience managing teams and budgets.
- Must have excellent written, verbal, and interpersonal skills.
- Demonstrated supervisory and budgetary skills.
- Must have superb time management skills; be detail-oriented; highly organized and be able to handle multiple tasks, adhere to deadlines and work independently and as part of a team. A motivated self-starter who is flexible, courteous and tactful in dealing with staff and others.
- Creative, resourceful, entrepreneurial mindset, with roll up your sleeves attitude.
- Ability to act with diplomacy and discretion at all organizational levels and across departments, including maintaining confidentiality.
- Knowledge of the Rubin Museum, Himalayan art, New York City cultural organizations, Buddhism or Asian philosophies and worldview – preferred.
- Proficiency in Microsoft, Excel/Word/PowerPoint; Raisers Edge or other donor databases; Google Drive experience a plus.

Salary: High-$80ks to Low-$100ks

The Rubin Museum offers a generous and competitive benefits package.
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 Head of Major Gifts in the Subject Line of email and in body of cover letter.
• Applications in electronic format preferred, and accepted at jobs@rubinmuseum.org
• Mailed application – 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.