Employment Opportunity:
Manager of Major Gifts

About the Museum

The Rubin Museum of Art is a dynamic environment that stimulates learning, promotes understanding, and inspires personal connections to the ideas, cultures, and art of the Himalayas.

Now in its second decade, the Rubin has welcomed over 200,000 visitors in the past year and has a growing membership of more than 4,000 households.

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. The Rubin's collection includes over 3,500 objects spanning more than 1,500 years up to the present day. Renowned for its quality and depth, the collection focuses on art from the Tibetan Plateau and is broadened by a significant number of important examples from surrounding regions.

The Rubin presents films, performances, and on-stage conversations as well as a robust roster of other educational initiatives. The ground floor, anchored by its magnificent staircase, is free and open to all visitors and provides a lively nexus for conversation, shopping, refreshment and dining.

About the Position

The Manager of Major Gifts is a key position in the building of a robust major donor fundraising platform as one of the pillars of the Rubin’s strategic initiatives. The Manager will identify, cultivate, solicit, and steward a portfolio of prospective and current major donors giving $5,000 and more. The Manager will engage donors and prospects personally primarily through meetings and phone calls, events, tours, and more; and will enjoy a fair amount of latitude in creating opportunities for donor engagement. The Manager will write proposals, reports, cultivation, and solicitation letters. She/he will research donors and input donor information into the database. Collaborates and works across departments including executive, curatorial, programming, education, and marketing and communications.

This is a great opportunity for someone who is eager to work directly with donors and grow their career in fundraising.

This is a full-time/exempt position reporting to the Head of Major Gifts.
Responsibilities:
- In collaboration with the Head of Major Gifts, develops and implements plans for cultivation, solicitation, and stewardship strategies for a portfolio of prospects and donors at high-end capacity levels as assigned.
- Sets up donor visits for self and others, toward a goal of 50 meetings/year.
- Conducts research and deploys research findings to identify, engage, meet, and follow-up with potential donors.
- Drafts funding proposals.
- Crafts correspondence, including stewardship emails and letters, invitations, and high level member renewal letters.
- Manages major gifts mailing and solicitation schedules.
- Prepares board members and leaders in the organization for donor visits with research, giving history, and recommended approaches.
- Plans and staffs cultivation engagement opportunities, including tours, trips, special art viewings, dinners, closed museum tours, and more.
- Inputs into Raisers Edge, including outcomes of meetings.
- Serves as a Rubin ambassador at events.
- Helps foster an exciting philanthropic culture within the organization, sharing learnings and inspiring others to join in engaging donors.
- Attends fundraising seminars and training sessions to build and refine skills.
- Performs other duties as assigned.

Qualifications:
- Bachelor’s degree required.
- Three or more years of experience in major gifts fundraising, annual fund, planned giving, or any other area of fundraising that included working with individuals and families. Alternatively, private banking, sales or other customer-facing experience will be considered.
- Must have strong written and verbal communication skills.
- Must be a motivated team player with excellent collaborative and interpersonal skills.
- Must be knowledgeable in the use of Raisers Edge or other databases.
- Superb time management; ability to handle multiple tasks, adhere to deadlines and work independently and as part of a team.
- Creative, resourceful, entrepreneurial mindset, with roll up your sleeves mentality.
- Solid computer skills: proficiency in Microsoft, Excel/Word/PowerPoint; Raisers Edge experience preferred.
- Passion for the Rubin Museum, Himalayan art, New York City cultural organizations, Buddhism or Asian philosophies and worldviews – a plus.
- Flexibility, the ability to work well with others, and a sense of humor are essential.

Salary: Mid $60k to $70k

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:
• Indicate Manager of Major Gifts on Subject Line of Email or in body of cover letter.
• Application in electronic format preferred, and accepted at jobs@rubinmuseum.org
  Mailed application – Head of Human Resources, Rubin Museum of Art, 150 West 17th Street, New York, New York 10011.