Employment Opportunity:
Senior Manager, 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.

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 Senior Manager, Institutional Philanthropy will lead the museum’s efforts to deepen, broaden, and increase support from foundation, government, and corporate donors.

The Senior Manager works closely with the Director of Development to both lead and execute a strategy and manage a portfolio of funders and prospects in support of the Rubin Museum’s current multiyear initiatives, new capacity building strategies, and support for collections, exhibitions, public programs, and education and access initiatives.

In this full-time, exempt position, the Senior Manager will partially supervise the Coordinator, Major Gifts & Institutional Philanthropy.

The incumbent will report to the Director of Development.

Responsibilities:
- Works closely with the Director of Development to identify, develop and execute an annual fundraising plan and lead a process to support growth from corporations, foundations, and government entities as part of the institution’s short and long-term strategy
- Manages a growing portfolio of foundation, city, state, and federal government donors, and corporations, and raises approximately $700K-$1M annually
• Writes, prepares, and submits grant proposals, letters of inquiry, etc., for foundations, government, and other potential funders
• Manages cultivation, solicitation, and stewardship strategies: from initial inquiries; to writing and preparing proposals; generating reports and to managing the ongoing relationships for both newly identified and existing funders
• Works closely with Finance department to prepare budgets and other financial information for proposals and reports
• Works closely with curatorial, programming, and engagement colleagues to create and prioritize fundraising opportunities and to recruit support for exhibitions and public programs, education, and community access initiatives
• Collaborates with members of the Development and Executive teams to identify and cultivate new sources of institutional support that advances the Rubin’s overall strategic plan and initiatives
• With Director of Development, leads prospect and funder meetings and prepares executive staff and others who participate in such meetings
• In collaboration with Director of Development creates more opportunities for conversations with potential and current funders via phone calls, site visits, and in person or virtual events
• Solicits and secures select sponsorships, and ticket purchases for fundraising events
• Conducts and/or oversees prospect research to stay abreast of the priorities of existing funders and to identify potential new funders
• Grows into a key player in understanding the depth and breadth of the Museum’s goals and projects, and accurately communicates the institution’s ideas and achievements to funders and prospects
• Develops and manages the department’s budget, including revenues and expenditures
• Supervises (partially) and supports the Coordinator, Major Gifts & Institutional Philanthropy to ensure that excellent administrative support is provided to the department
• Works closely with Coordinator in the maintenance and management of the department’s electronic files
• Supervises consultant(s) as needed
• Performs other duties as assigned

Qualifications:
• Bachelor’s degree required. MFA degree or equivalent preferred
• 3+ years of high-level grant writing experience required
• Must have 3 or more years of related experience in securing support from and developing relationships with foundation, government, and corporate funders
• Must have excellent writing and communication skills
• Must be detail oriented and have the ability to multitask and work in a fast-paced environment
• Expertise in strategic planning and developing organizational initiatives a plus
• Knowledge of MS Word, Excel, Outlook, Asana, Google Docs, Raiser’s Edge or other databases – a plus
• Proficiency with Raiser’s Edge or other donor databases preferred.
• Flexibility – must be able to work well with others in a collaborative environment across departments and at all organizational levels
• Familiarity and/or experience with Himalayan arts and cultures a plus.

Salary: Low to mid $70k commensurate with experience.
The Rubin Museum offers a generous and competitive compensation and 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 of vaccination.
- The above definition of “fully vaccinated” is based on the current 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
- Provide two (2) writing samples. (1 proposal-1 report 2-3 pages each)

Application:
Please indicate Senior Manager, Institutional Philanthropy in the subject line of email and in body of cover letter.
- Applications 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.