

**Employment Opportunity:
Coordinator, Major Donor & 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 across history and into the present.

Through Himalayan art, cultures, and ideas, the Rubin serves as a guidepost to examine big questions of what it means to be human today with the intent of creating a more compassionate, resilient world.

With its world-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.

Celebrating its 20th Anniversary in 2024, the Rubin is pursuing a global museum model with innovative multiyear programming and projects including the traveling Mandala Lab (traveling abroad) and Project Himalayan Art (touring nationally) among its other initiatives.

About the Position

The Coordinator, Major Gifts & Institutional Philanthropy (Coordinator) will provide fundraising and general administrative support to the Major Gifts and Institutional Philanthropy teams and overall administrative assistance to the Development Director.

While the ability to collaborate successfully with internal stakeholders is of the utmost importance, this role requires significant interfacing with donors. Thus, it requires a unique combination of skills including the ability to communicate and interact work well with others within the Development department; be detail-oriented and ability to prioritize well just to mention a few.

The Coordinator will assist the Director of Development to manage two (2) Board of Trustees Committees and will serve as a liaison between Development and all other departments museum wide.

This is a full-time non-exempt and hybrid eligible position with a core work-week schedule of Mondays through Fridays from 9:00 AM to 5:00 PM with some flexibility required as needed.

The incumbent will report to the Director of Development and work closely with the Institutional Philanthropy team.

Responsibilities:

Overall Major Gifts:

- Provides overall administrative support to the Director of Development which includes: scheduling meetings, following up with meeting requests, and responding to verbal and written inquiries from donors and other constituents.
- Assists with select Development-related special events including online and in person events.
- Drafts donor outreach and related correspondence, and email invitations/ announcements.
- Assists with all major donor related tasks.

Major Gifts/Institutional Philanthropy:

- Provides general administrative support for Major Gifts and Institutional Philanthropy teams.
- Participates in and supports various strategy meetings.
- Assists with prospect research and prepares donor/funder profiles for existing donors, prospects, and select potential institutional funders.
- Maintains donor, funder, and prospect information in the fundraising database (Salesforce migrating from Raiser's Edge).
- Tracks actions, preps pledges, and writes acknowledgments for Trustees, Major Gifts, and Institutional Philanthropy.
- Manages crediting and logo acknowledgements for donor walls, website, emails, flyers, and press releases.
- Helps identify images from exhibitions, programs, openings, and events that are suitable for major donors/institutional proposals and stewardship, and for select applications and reports to foundation, corporate, and government institutions.
- Updates the annual passwords and permissions for government application (city, state, federal) submission portals.
- Maintains organization of electronic files for Major Gifts and Institutional Philanthropy teams.

Board Committee Management:

- Coordinates Committee meetings with the Director of Development for the Marketing & Development Committee and the Nominating & Governance Committee of the Board of Trustees. This includes preparing agendas, recording/writing minutes, and other organizing supporting documents for Committee meetings.

- Acts as the liaison on behalf of the Director of Development with members of the Board of Trustees, select donors, and other stakeholders.
- Performs all other duties as assigned.

Qualifications:

- Bachelor's degree is required.
- Two (2) or more years of experience working in development, marketing, history, journalism, communications, and/or related areas – a plus.
- Proficiency in Microsoft Office, Slack, Asana and Google suite products - required.
- Experience with Salesforce, Raiser's Edge, or other databases - preferred
- Must be detail-oriented, manage time, a team player, and work in a fast-paced but supportive environment.
- Must have excellent interpersonal, oral, and written communication skills.
- Ability to work across departments and teams in a collaborative environment - required
- Appreciation for the Rubin Museum's mission, and familiarity, interest, and/or experience with Himalayan arts and culture - a plus.

Salary Range: \$45k to \$49k commensurate with experience.

The Rubin Museum offers a generous and competitive compensation and benefits package. This includes the Museum's **Work from Home (WFH) Policy**, which allows employees to work offsite four (4) days per week based on their job responsibilities.

All hybrid eligible employees are required to work onsite every Wednesday – designated onsite workday.

This WFH policy in its current format will end on September 3, 2024. This policy will be revised and updated accordingly.

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 once a job offer has been made.
- The above definition of what it currently means to be fully vaccinated is based on the 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.

Application:

- Please indicate ***Coordinator, Major Donor & Institutional Philanthropy*** in the Subject Line of email and in the body of your cover letter.

- Applications in electronic format preferred, and accepted at jobs@rubinmuseum.org
- Mail application to: The Rubin Museum of Art, 150 West 17th Street, New York, NY 10011. Attention: Head of Human Resources.

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.