

## Assistant Manager, Annual Fund & Development Operations {Hybrid}

### About the Museum

The Rubin is a global museum dedicated to presenting Himalayan art. Founded in 2004, the Rubin serves people internationally through exhibitions, participatory experiences, a dynamic digital platform, and partnerships. Inspired and informed by Himalayan art, the Rubin invites people to contemplate the human experience and deepen connections with the world around them in order to expand awareness, enhance well-being, and cultivate compassion. The Rubin advances scholarship through a series of educational initiatives, grants, collection sharing, and the stewardship of a collection of nearly 4,000 Himalayan art objects spanning 1,500 years of history—providing unprecedented access and resources to scholars, artists, and students across the globe.

### Summary Description

The Assistant Manager, Annual Fund & Development Operations manages donor relations, appeals, data and communications for the Rubin Museum's Friends of the Rubin annual fund program. Collaborating with the Senior Manager, this role focuses on solidifying and expanding the program from 600+ to 1,000+ donors through strategic solicitations, tailored outreach, cultivation events, and thoughtful stewardship. Serving as the primary point of contact for Friends of the Rubin donors, the Assistant Manager fosters meaningful relationships and ensures a high standard of donor care and data integrity.

Working with a six-person development team (major gifts, institutional philanthropy, and annual fund/development operations), the Assistant Manager is also responsible for processing donations, managing acknowledgments, supporting donor events, and supporting the execution of fundraising campaigns and donor engagement initiatives in collaboration with the development team, and across-departments.

This is a full-time, non-exempt, hybrid position with core working hours from 9:00 AM to 5:00 PM, Monday through Friday, with flexibility required for occasional evening or weekend events.

The incumbent reports to the Senior Manager, Annual Fund & Development Operations.

### Responsibilities

#### Annual Fund (Friends of the Rubin)

- Serve as the primary point of contact for the Friends of the Rubin annual fund program.
- Manage strategy, writing, and execution for two Friends annual fund campaigns – Spring (Q2) and Year End (Q4) and Friends of the Rubin email newsletter.
- Strategize with the Development team and collaborate with the Marketing & Communications team on quarterly newsletters, annual fund appeals, social media content, event invitations, and other donor-related communications.

- Strategize with the Development team and coordinate with the Marketing & Communications team to produce print and digital materials in support of Friends of the Rubin initiatives.
- Work with the Senior Manager to develop and implement both traditional and innovative fundraising strategies to acquire and grow the Friends of the Rubin donor base.

### **Development Operations & Events**

- Assist Senior Manager in processing donations into Sales Force and monitor online donations via GiveLively.
- Assist Senior Manager to plan and host four to six cultivation events annually (virtual and in- person) for current and lapsed Friends of the Rubin donors.
- Manage, distribute, and submit weekly attendance record for development team.
- Support additional Development Operations tasks as needed, contributing to a collaborative and efficient department.

### **Qualifications**

- Bachelor's degree or equivalent experience required.
- 2–3 years of experience in non-profit development, communications, and marketing.
- Exemplary fundraising appeal writing, storytelling, and communication skills that engage donors and the public.
- Detail-oriented with excellent organizational skills.
- Excellent written, interpersonal, and customer service skills.
- Ability to manage multiple projects, meet deadlines, and problem solve
- Experience with donor databases (Salesforce preferred) and online giving platforms (GiveLively a plus)
- Proficiency in Microsoft Office Suite required.
- Event planning and donor relations experience preferred.
- Interest in arts, museums, and nonprofit fundraising is required.
- A proactive team player with a positive, solutions-oriented attitude.

Salary: \$50K–\$53K commensurate with experience.

The Rubin offers a generous and competitive compensation and benefits package. This includes the Rubin'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, the designated onsite workday.

Effective September 1, 2025, our WFH policy requires all employees to work onsite two (2) mandatory days per week.

The Rubin requires proof of COVID vaccination as part of its employment requirement for all new hires.

### **Please provide the following as part of your application:**

- Complete resume.
- A cover letter addressing both your interest in the Rubin and your qualifications for this position, including examples of how you have used storytelling as a means of deepening public engagement and investment.

**Application**

- Please indicate position title in the subject line of the email and in the cover letter.
- Applications in electronic format preferred and accepted at [jobs@rubinmuseum.org](mailto:jobs@rubinmuseum.org)
- Mail application to: Rubin Museum of Himalayan Art, 140 West 17th Street, New York, NY 10011. Attention: Head of Human Resources Dept.

The Rubin Museum of Himalayan 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.

Candidates must be legally eligible to work in the US without visa sponsorship by the Rubin Museum of Himalayan Art.