

## Manager, Institutional Philanthropy {Hybrid}

### About the Museum

The Rubin is a global museum dedicated to presenting Himalayan art and its insights. 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 Manager, Institutional Philanthropy, works closely with the Director of Development to both lead and execute strategy and manage a portfolio of funders and prospects in support of the Rubin Museum's current multiyear initiatives, new capacity building strategies, traveling exhibitions and collaborations, educational programs, digital resource expansion, collection sharing, and additional funding needs.

As the Rubin has transformed into a new global museum model with projects locally in New York City, nationally, and internationally, this position leads the Museum's efforts to deepen, broaden, and increase support from institutional funders, including foundations, corporations, and government.

The Manager, Institutional Philanthropy, interfaces across departments and with all levels of the organization, including the Executive Director and leadership team, as well as with select members of the Board of Trustees. This role also plays a key role in collaborating with the major gifts team and in cross-departmental strategic planning and case development. This position is part of a six-person development team that includes major gifts, institutional philanthropy, and annual fund and development operations.

The Manager, Institutional Philanthropy, reports to the Director of Development and is supported, in part, by the Assistant Manager, Major Gifts and Institutional Philanthropy, a role that is part of the major gifts team.

This is a full-time, exempt, and hybrid eligible position.

### Responsibilities:

- Leads and builds a growing portfolio of annual and multiyear support and new programs from foundations, government public funding, and corporations, raising approximately \$500K-\$ 1M+ annually.

- Partners with Director of Development on developing and implementing short-term and long-term fundraising goals, strategies and plans that include prospecting, cultivation, and stewardship.
- Prepares/directs staff to create funder communications, meeting requests, and meeting and research briefs.
- Creates engagement opportunities and strategies for solicitation, and forges strong cases for support.
- Develops strategies and writes, prepares, and submits grant proposals, letters of inquiry, communications, etc.
- Works with staff to prepare and submit foundation and government reports. Works with the finance department to prepare budgets and other financial information for proposals, reports, and multiyear campaigns.
- 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.
- Cultivates new sources of institutional support that advances the Rubin's overall strategic plan and initiatives, and pursues philanthropic opportunities such as international foundations. Conducts and/or oversees prospect research to stay abreast of the priorities of existing funders and to identify potential new funders.
- Overseas quantitative and qualitative information in our CRM system to assess and provide high-quality data-driven metrics for fundraising to provide detailed reporting and measuring the Museum's impact.
- Develops and manages the institutional philanthropy department's budget, including revenues and expenditures.
- Helps shape an internal and external culture of philanthropy.
- Assumes other duties as assigned.

**Qualifications:**

- Bachelor's degree required. MA degree is a plus.
- Minimum of 4–5 years of high-level grant writing experience required.
- Must have a minimum of 4–5 years of related experience in securing support from and developing relationships with foundation, government, and corporate funders.
- Must have exemplary writing and communication skills with attention to detail.
- Expertise in strategic planning and developing organizational initiatives, preferred.
- Knowledge of MS Office Suites, Project Management Software such as Asana, Salesforce or other donor databases, preferred.
- Experience with major gifts, family foundations, and individual giving, a plus.
- Must be able to act with diplomacy and discretion at all organizational levels and across departments, including maintaining confidentiality.
- Flexibility—must be able to work well with others in a collaborative environment across departments.
- Must be detail oriented and can multitask and work in a fast-paced environment.
- Familiarity and/or experience with Himalayan art and cultures, a plus.

**Salary Range: \$80K–\$85K**

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 three (3) days per week based on their job responsibilities.

All hybrid eligible employees are required to work onsite every Wednesday, the designated onsite workday, and one additional day as determined by their department head.

**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 **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](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 United States without visa sponsorship by the Rubin Museum of Himalayan Art.*