



## **JOB POSTING: DEVELOPMENT MANAGER**

**Sugar Hill Children's Museum of Art & Storytelling, New York, NY**

**POSTED: January 2018**

Open since October 2015, the Sugar Hill Children's Museum of Art & Storytelling is the cultural capstone of Broadway Housing Communities' (BHC) Sugar Hill development at the intersection of the African-American community of Harlem and the Latino communities of Washington Heights. The Museum provides children with opportunities to discover, engage with, and appreciate important works of art as they strengthen their own cognitive and creative development. Museum programs developed for 3-8 year olds and their families feature exhibitions ranging from single-artist presentations to thematic surveys and newly commissioned artist projects; intensive hands-on art education programs; storytelling series; and related family programs, and are fully aligned with BHC's social justice mission.

The Museum is a program of BHC, a nonprofit organization committed to redressing the challenges of poverty, inequality and homelessness. Founded in 1983, BHC has developed seven residential buildings in West Harlem and Washington Heights that provide housing and other services for formerly homeless and at-risk children, families and single adults; operates two high quality early childhood centers; and provides opportunities for tenants and the wider community to engage with the cultural arts. The recently completed Sugar Hill Project, designed by acclaimed architect David Adjaye and located in the National Historic District of Sugar Hill, includes 124 units of permanent, affordable housing; an early childhood center; a children's museum; and other community facilities.

### **DESCRIPTION:**

The Development Manager is a key member of the administrative team working in close collaboration with Broadway Housing Communities to ensure the Museum's financial long-term sustainability. This full-time position reports to and assists BHC Chief Development Officer (CDO) in setting and implementing fundraising strategy in support of the Museum's \$1.9M annual organizational budget, including managing and overseeing the Museum's major donor and institutional giving (private and public grants) programs, Board relations and donor cultivation, and special events, including an annual fall gala co-hosted by BHC and the Museum. This includes assisting the CDO in ongoing tasks associated with identifying and cultivating potential donors and securing contributions and grants. The Development Manager works closely with Museum leadership and staff to identify and secure funding for Museum operations and programs and to represent the Museum's mission and work to external constituents in New York City and nationally. This position also manages the Museum's full-time Development Associate. This position offers the opportunity to develop and grow core fund development for a new organization with social justice at its core and growing community impact.

### **RESPONSIBILITIES:**

- Reporting directly to the CDO, oversee all development activities related to the Museum's operations and programming, in close collaboration with Broadway Housing Communities.
- Manage institutional giving program including strategizing, writing, editing and finalizing all proposals, reports and communication to ensure effective program management and success in reaching targeted goals.
- In close collaboration with the CDO, develop, cultivate and solicit major donor and institutional prospects to ensure steady pipeline of potential support.
- Assist in all activities related to the Museum's Board of Trustees including Board development, governance and fundraising activity; serve as staff representative for BHC-Museum Joint Board Development Committee.

- Manage major and individual giving activities for the Museum including annual donor appeals, individual strategy and solicitation and on-going cultivation activities. Support communications initiatives that impact fundraising and membership including printed collateral, Museum website and social media campaigns.
- Strategize and oversee creation of membership campaigns and development of expanded membership benefits.
- In collaboration with CDO, and with support of Special Events & Rental Income Manager, plan and manage Museum donor cultivation and fundraising events including exhibition openings and programs and membership events.

#### **QUALIFICATIONS/REQUIREMENTS:**

- B.A. degree, preferably in museum, arts or education related field; graduate degree preferred.
- 4+ years' experience in development including demonstrated success in securing institutional giving and major donor initiatives.
- Experience in preparing and presenting financial/budget information to donors.
- Excellent writing skills, confident speaking skills.
- Experience in fast-paced and/or start-up work environments; ability to take the initiative.
- Strong team player; able to engage with diverse staff to gather, synthesize and use programmatic and financial information for effective fundraising.
- Proven ability to handle confidential information.
- High level of comfort working with CRM software (experience with Blackbaud Altru a plus).
- Commitment to the field of arts/museum education and the impact of arts engagement on young children.
- Fluency in Spanish a plus.

#### **APPLICATION:**

To apply for this position, please email your resume, cover letter and one professional writing sample, with salary requirements, to [resumes@bhc.org](mailto:resumes@bhc.org). Applicant review will continue until the position is filled. Please indicate your last name and "**Museum Development**" in the subject line. **No phone calls, please** – we will respond to those candidates whose qualifications are best aligned with the components of this job description. Salary commensurate with experience. We offer a comprehensive benefits package, including health, dental, 403(b) retirement plan, group life insurance, short term disability and paid time off.

BHC and the Sugar Hill Children's Museum of Art & Storytelling are Equal Opportunity Employers.