



**POSITION:** Director of Individual Giving (full-time)  
**REPORTS TO:** Deputy Director of Development  
**LOCATION:** 212 West 83<sup>rd</sup> Street, New York, NY 10024  
**WEBSITE:** CMOM.org

### **ABOUT THE CHILDREN'S MUSEUM**

We do what is good for children. By creating experiences at the intersection of the arts, sciences and the humanities, the Children's Museum of Manhattan helps children and families thrive at home, at school, and in the community. These experiences include exhibitions, classes, workshops, performances, and festivals. Based on research, evaluation, and testing, our programs and exhibits are designed to address the multiple ways children learn and to help parents understand and support their children's development. The Museum's special areas of focus—selected for their ability to benefit children throughout their lives—include early childhood education, creativity, health, and world cultures.

Founded in 1973 as a grassroots, neighborhood organization to help bring the arts to New York City public schools, the Children's Museum is committed to serving a diverse audience. As a citywide resource and a destination for visitors from around the world, each year more than 350,000 people visit our 38,000 square-foot learning facility on Manhattan's Upper West Side. Thousands more benefit from our outreach programs at schools, libraries, homeless shelters, Head Start centers, and hospitals.

### **POSITION OVERVIEW**

The Director of Individual Giving will be an integral member of CMOM's Development staff, a frontline fundraiser concentrating on a portfolio of individuals able to provide leadership support, specifically to finance and renovate CMOM's new home at 361 Central Park West.

The incumbent will design and implement overall and individual strategy for his/her portfolio of prospects and be able to eloquently convey the priorities of the Museum, match the interests of prospective donors to institutional needs, prepare proposals, and directly solicit individuals, often accompanied by a Trustee or relevant member of CMOM's staff to help generate enthusiasm and commitment. The Director will reports directly to the Deputy Director for Development and manage and mentor the Associate Director for Individual Giving and Special Projects and Events, especially as it relates to management of volunteer committees.

### **Principal Duties and Responsibilities**

#### **80 - 85% Fundraising**

- Manage a portfolio of approximately 150 prospective donors, both those identified by Trustees and the Executive Director as well as others discovered by the Director his/herself.
- Design and implement identification, cultivation, solicitation, and stewardship strategies.
- Complete 12 -15 face-to-face visits per month.

- Move expeditiously to show progress on closing significant six- and seven-figure gifts in support of CMOM's established campaign priorities.

#### 10 -15% Volunteer Management

- Working with Deputy Director for Development and the Associate Director for Individual Giving and Special Projects and Events work to unify/steamline Event Committees.
- Initiate effective Parents and Alumni Committees that can act as breeding grounds for future CMOM volunteer leaders and donors.

#### Remaining 5%

- Performs other duties/functions as determined.

### **Qualifications**

#### Education

- Bachelor's degree is required, advanced degree preferred.

#### Experience

- Accomplished fundraising professional, preferably in a cultural institution, with proven success cultivating, asking and closing six- and seven-figure gifts
- Ability to hold meaningful conversations and foster relationships with prospective donors. Demonstrated ability to cultivate and advance relationships strategically and proactively.
- Track record of success as a major gift fundraiser able to tap into new opportunities and employ new approaches, adept at crafting and articulating nuanced, sophisticated cases for support.
- A generalist experienced in all facets of advancement, including capital campaigns, annual giving, planned giving, individual and institutional fundraising, events, and membership.
- Experience working effectively with board members.
- Familiarity with the New York philanthropic community.
- Capacity to thrive in a fast-paced environment.
- Strong organizational, interpersonal, and written and verbal communication skills.

#### Decision Making

- An unassailable sense of judgment and integrity.
- Comfortable with managing personal work-flow in accordance with the priorities of donor cultivation and solicitation and in consultation with the Deputy Director. Excellent project/time management skills.
- Minimal supervision needed; able to provide direction and share expertise with junior staff.

#### Other Expertise

- Proficiency with Raiser's Edge or similar fundraising software.
- Ability and willingness to attend evening/weekend events on a regular basis.

### **To Apply**

Please send your cover letter and resume to [development@cmom.org](mailto:development@cmom.org). Only applications with thoughtful cover letters included will be considered.

No phone inquiries, please.