



BROOKLYN CHILDREN'S MUSEUM JOB DESCRIPTION

POSITION/TITLE:	Institutional Giving Manager
STATUS:	Full-time, Exempt
DEPARTMENT:	Development
SUPERVISOR:	Director of Development & Events

Brooklyn Children's Museum (www.brooklynkids.org) is the world's first children's museum and a pioneer in the field of informal learning. Rooted in its vibrant Brooklyn community, the Museum's early childhood programs and exhibits engage visitors through play-based learning at the intersection of culture, the arts, and science. The Museum serves 300,000 children and adults annually.

Position Summary

Brooklyn Children's Museum (BCM) seeks an experienced full-time Institutional Giving Manager to lead the grant management process and assist with fundraising activities. We are seeking someone with demonstrable experience preparing grant proposals and reports involving the arts and sciences, education and community programs, museums or related fields. This position is responsible for developing grant reports and proposals for foundations and corporations, as well as local, state, and federal agencies.

The Institutional Giving Manager reports to the Director of Development & Events, and is a highly collaborative position that requires communication with departments throughout the museum. The ideal candidate will be detail-oriented, personable, creative, energetic, and an excellent writer. The Institutional Giving Manager must possess the ability to identify priorities and multi-task while adhering to strict deadlines.

Responsibilities

- Prepare grant proposals and reports for foundation, corporate sponsors, and government contracts.
- Work closely with the Director of Development & Events to write and/or edit requests for funding, review program evaluation data, finalize narrative content and deliver documentation required for grant submissions and reports.
- Manage the complete application and reporting cycle for foundation and government grants from city, state and federal agencies.
- Monitor the progress of the proposal process once initiated and ensure compliance with grantor's application and funding requirements.
- Develop and manage a grant calendar to track proposals, solicitation, and reporting timelines. Maintain ongoing communication with institutional, corporate, and government partners. Track outcomes and update the grant calendar on a regular basis.
- Collaborate with team members to prepare a variety of fundraising and stewardship materials, annual reports, presentations, and other communications geared towards existing and prospective donors.
- Other duties as needed.

Qualifications

- Minimum of 4 years of development experience required, preferably in a museum or other non-profit educational organization.
- Candidates with experience working on Federal grant requests and opportunities desired.

- Knowledge of database management; Altru or other Blackbaud donor databases preferred.
- Excellent expository writing, research, proofreading and communication skills.
- High attention to detail and understanding of best practices in donor cultivation.
- Experience with budgets and compiling financial information for funder reports.
- Familiarity with Brooklyn, cultural or education settings, and commitment to BCM's mission.
- Bachelor's degree from an accredited university.

Schedule and Hours of Work

35 hours a week. Candidates work 5 days a week, and should be available to work some weekends as needed. On occasion, staff members are expected to attend meetings and events at times they are not normally scheduled to be in the office, including evenings. Schedules are subject to change.

Compensation

Salary range: \$55,000 - \$60,000. Excellent benefits and vacation time, including health, dental and vision insurance. Additional benefits, including pension and life insurance, available with tenure.

Apply

Applicants should send a cover letter and resume as one PDF to jschalk@brooklynkids.org with "Institutional Giving Manager" in the subject title.

Brooklyn Children's Museum is an equal opportunity employer. We value a diverse workforce and an inclusive culture. BCM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.