



BROOKLYN CHILDREN'S MUSEUM JOB DESCRIPTION

POSITION/TITLE:	Government & Community Relations Manager
STATUS:	Full Time, Non-Union, Exempt
DEPARTMENT:	Government and Community
SUPERVISOR:	President & CEO

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

The Government & Community Relations Manager stewards the Museum's relationships with elected officials, government agencies, community-based organizations, and neighborhood associations, among others and seeks out financial support opportunities from City, State, and federal agencies. The Manager role cultivates public funders, identifies new funding opportunities, and envisions opportunities to connect with and cultivate community leaders. This role also serves as a liaison for neighborhood and community-based organizations, maintaining existing programs and visioning new ways the Museum can connect with its neighbors.

Responsibilities

- Work in partnership with BCM's lobbyists and executive team to build relationships with elected officials and public funders and develop strategies to strengthen ties with government and community including cultivation events, visits to elected officials/public funders events and activities and more.
- Oversee grant requests to City, State, and federal funders, including identifying opportunities, organizing project teams, drafting and/or sourcing copy and financial material for proposals, assisting in building budgets, creating proposal checklists, and managing submissions.
- Create and maintain tracking documents for public grants and contracts submitted and awarded, as well as tracking documents for reporting, and elected official engagement and outreach.
- Manage reporting for public funders, including sourcing information from program and executive teams, drafting copy, and gathering budget and financial reporting documents. Reports may include CultureStat, IMLS, NEH, NEA, NSF, or others connected with City, State, or Federal contracts.
- Manage contract process for grants awarded, including requesting fund advancements, disbursements, and ensure that all documents are submitted on deadline.
- Act as "point person" for requests from City, State, and federal agencies, elected officials, and their staffs, including space and event requests.
- Liaise with BCM's community, including organizations such as Crown heights North Association, Friends of Brower Park, Project CARE, One Crown Heights, block associations, and other CBOs.
- Participate on the One Crown Heights (OCH) planning committee and provide support for OCH as needed.

- Create materials, including proposals, reports, newsletters, and one-pagers to provide elected officials and government agencies about Brooklyn Children’s Museum programs, initiatives and partnership opportunities.
- Plan and execute tours and events with government officials that cultivate relationships through updates and understanding of the Museum’s programming and partnerships, including working with departments across the Museum to ensure effective cultivation.
- Attend elected officials events and meetings to represent the Museum.
- Attend the Cultural Institutions Group (CIG) meetings and support BCM’s participation as part of the CIG.
- Other duties as required.

Preferred qualifications

- B.A. in communications, political science, government relations, journalism or related field preferred.
- Three to five years of experience in a non-profit environment working with government and community groups or with funders
- Excellent verbal, written communication, and project management skills
- Excellent organizational skills and ability to use Excel and other software to create workflow and tracking documents
- Detailed knowledge of New York City, New York State and Federal government structure and granting agencies.
- Ability and desire to work collaboratively as part of an interdisciplinary team and be open to constructive feedback and exchange
- Ability to work flexibly and adaptably in a dynamic environment
- Active interest and commitment to social justice initiatives, equity and inclusion in government affairs
- Knowledge of Brooklyn’s elected officials and communities
- Proficient with Microsoft Office, Google Apps, Dropbox and Altru
- Comfort working in an open office space and with willingness to adhere to health and safety measures, including mask-wearing and vaccination policies, as needed

Compensation

\$65,000 to \$75,000, benefits and vacation time, including health, dental and vision insurance.

Schedule

40 hours a week, Tuesday through Saturday or Wednesday through Sunday, with the flexibility of adjusting schedule as needed. Flexibility to travel for visits and meetings and also flexibility to attend events on nights, weekend and non-standard workdays.

Apply

Please send a cover letter and resume as 1 PDF to careers@brooklynkids.org with “[Your Last Name] – Government & Community Relations Manager” in the subject header. Only those candidates selected for an interview will be contacted. No telephone calls for position inquiries, please.

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.