



BROOKLYN CHILDREN'S MUSEUM

JOB DESCRIPTION

POSITION/TITLE:	Institutional Giving Manager
STATUS:	Full Time, Non-Union, Exempt
DEPARTMENT:	Development
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 Institutional Giving Manager builds and stewards the Museum's relationships with foundations and corporate partners. This role will drive growth by identifying, cultivating and soliciting new funding opportunities while growing and nurturing existing relationships. This role will primarily focus on institutional giving and corporate support opportunities including corporate membership and sponsorship opportunities for programs, exhibits and activations.

The Institutional Giving Manager will report to the President & CEO and will be a key member of the Development team, collaborating with the Individual Giving Manager and Development Coordinator. This role will also be working with our seasoned development consultant team to support prospect research, grant writing, and on-going reporting.

Primary Responsibilities

- **Strategy and Planning**
 - Develop and implement a comprehensive institutional giving strategy to meet or exceed annual fundraising goals.
 - Work across departments to identify funding needs and translate them into compelling proposals.
 - Maintain a robust pipeline of institutional prospects and cultivate relationships with new and existing funders.
- **Grant Maintenance, Writing & Submission:**
 - Research and identify new grant opportunities from foundations, corporations, and that align with and support the organization's mission.
 - Review, write, edit, and submit high-quality, persuasive grant proposals, letters of inquiry, and other fundraising materials that align with funder interests.
 - Collaborate across departments to ensure all proposals are submitted on time and in accordance with funder guidelines.

- **Relationship Management & Stewardship:**
 - Manage a portfolio of institutional funders and serve as the primary point of contact for these relationships, including communication through newsletters, emails and in-person meetings.
 - Prepare, review and submit accurate, timely, and comprehensive grant reports, including financial and programmatic updates to funders.
 - Collaborate with communications staff to ensure consistent messaging and visibility for institutional supporters
 - Maintain detailed records of all institutional giving activities in BCM's Customer Relationship Management software (currently Blackbaud's Altru).
- **Cross-Functional Collaboration:**
 - Work with Institutional Giving manager and wider Development team to support the annual BCM Gala and additional cultivation events throughout the year.
 - Work closely with all departments to understand organizational priorities and budget needs.
 - Assist in the preparation of budgets and financial reports for grant proposals and reports.
 - Represent the organization at funder meetings, conferences, and networking events as needed.
- Other duties as required to support the organization's mission and work.

Preferred qualifications

- A passion for BCM's mission and strategic plan
- Bachelor's degree preferred and a Master's degree in a related field is a benefit.
- Three to five years of experience in a non-profit environment working with funders.
- Strong interpersonal and communication skills to build and maintain relationships with stakeholders.
- Excellent verbal, and written communication skills with a focus on detail and storytelling
- Excellent organizational skills and project management skills, including Microsoft Office Suite and other software to create workflow and tracking documents
- 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
- 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

\$60,000 to \$70,000, benefits and vacation time, including health, dental and vision insurance.

Schedule

40 hours a week with one non-weekend day as occasionally a remote if and when needed. The normal work schedule will either be Tuesday through Saturday or Sunday through Thursday based on further discussion, 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] – Institutional Giving Manager" in the subject header. Only those candidates selected for an interview will be contacted. No telephone calls or emails for position inquiries or follow-ups.

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.