



## **POSITION DATA**

**JOB TITLE:** Senior Manager, Grants & Major Gifts

**DEPARTMENT:** Institutional Advancement

**REPORTS TO:** Chief Advancement Officer

**DATE:** May 2021

## **POSITION OVERVIEW**

The Senior Manager, Grants & Major Gifts reports directly to the Chief Advancement Officer, working primarily to secure five and six-figure private fundraising gifts from private and corporate foundations, as well as government agencies, in support of the 9/11 Memorial & Museum. This position focuses heavily on cultivating foundation and government funders known for traditional support of cultural institutions and other like non-profit organizations, beyond those who currently donate to the organization's signature annual fundraising programs and events. A key area of timely focus will be donor engagement in support of initiatives tied to the 20<sup>th</sup> anniversary of 9/11. The person in this role will support the identification of new opportunities through cultivation and lead the proposal writing, including reporting and development of collateral materials that support the Institutional Advancement team's fundraising goals and grant deliverables. This position will also work closely with teams across the organization, including the Office of the President, Museum Programs, Finance, and Government and Community Affairs, to holistically coordinate grant-seeking efforts.

## **ESSENTIAL FUNCTIONS**

- Contributes to the strategic development of and fundraising around the Memorial & Museum's key funding priorities with an emphasis on new foundation and government sources.
- With deep familiarity of programmatic initiatives and opportunities, collaborates with internal departments to effectively gather information necessary for the development and submission of grant and funding proposals.
- Regularly participate in key, organization-wide dialogues to identify areas of fundraising opportunities across relevant strategic and other initiatives.
- Writes proposals for new and renewal funding from national and local institutional philanthropic partners.
- Maintains the reporting process for current grants, including tracking deadlines, writing narrative reports, and working with members of the program team to analyze data and report on project activities.
- Solicits foundations and other prospective donors/sponsors in support of three signature annual fundraising events: 5K Run/Walk and Community Day, Annual Benefit Dinner and Annual Summit on Security.
- Researches and builds a pipeline of prospective funders and grant opportunities, including individual, foundation, and government funders.
- Collaborates with the museum program teams to write concept papers describing new and existing initiatives and partnership opportunities.
- Prepares necessary collateral materials to support fundraising initiatives.

## **MISSION EXPECTATIONS**

- Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned.
- Performs other duties, as assigned.

### **QUALIFICATIONS/SKILLS REQUIREMENT**

- Bachelor's Degree required.
- Minimum 4-6 years of successful front-line fundraising, preferably at a cultural institution or relevant non-profit organization, leading to major gifts from individuals, institutions, and corporations, and government agencies.
- Proven and demonstrated strong relationship-building and solicitation skills.
- Ability to persuasively communicate and articulate the mission of the foundation to internal and external audiences, including via pitch presentations and VIP tours.
- Ability to established current relationships with high net-worth individuals and institutional executives in the New York City area and nationwide.
- Must be able to work closely and collaboratively with other members of the Institutional Advancement team and integrate efforts with solicitation around a diverse range of fundraising programs and events.
- Ideal candidates will have a demonstrated track record in the grant seeking process, preferably for cultural institutions.
- Excellent written and oral communication skills.
- Strong computer skills - proficiency in full Microsoft Office suite application required and experience with Raiser's Edge preferred.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices and group conference rooms. The noise level in the office environment is usually low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel is required.

### **HOW TO APPLY:**

- Include job title in the email subject field.
- Please indicate the location where job posting was seen.
- Please submit a resume and cover letter to [911mmiajobs@911memorial.org](mailto:911mmiajobs@911memorial.org)
- Please visit our website at [www.911memorial.org](http://www.911memorial.org).

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- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.

- The organization reserves the right to change, modify, or reassign job responsibilities, duties and scheduled work hours as per business needs.
  - This document is a communication tool and not intended as a written or implied contract of employment.
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