

THE BRONX MUSEUM

FULL JOB DESCRIPTION

Position Title:	Development Manager
Position Type:	Full Time, includes some evenings and weekends
Union Status:	Non – Union
FLSA Status:	Exempt
Compensation:	\$50,000 to \$65,000 per annum
Benefits:	Paid vacation, sick, holiday, and personal leave. Eligible after 3-months of work for vision, dental, and medical insurance, as well as a 401(k) savings plan. Eligible for a pension plan after 1-year of service.
Reports to:	Director of Institutional Giving and Membership
Supervises:	Vendors, Interns, Volunteers

Mission of The Bronx Museum of the Arts

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences of the Bronx to the urban experience through its Permanent Collection, Exhibitions, and Education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, the Bronx Museum has prioritized serving the culturally diverse communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Museum's contemporary art programming expresses the borough's tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

The Bronx Museum is committed to diversity, equity, and inclusion as core values. As an institution, we:

- Appreciate and leverage our broad and distinct differences, and involve and reflect the communities we serve;

THE BRONX MUSEUM

- Align our policies, practices, and resources that eliminate barriers so that people of all races, cultures, socioeconomic status, and perspectives have genuine opportunities to contribute and thrive; and
- Create an environment in which everyone feels valued and respected.

Position Description

Reporting to the Director of Institutional Giving and Membership, the Development Manager will manage the Membership Program and be in charge of the Museum's donor database to ensure excellent data integrity while supporting the overall fundraising, communications and donor cultivation efforts of The Bronx Museum of the Arts. This position will also perform key duties for the Development office including, but not limited to, writing gift acknowledgements, conducting donor research and tracking, reporting on metrics, and supporting special events, including annual fundraising and cultivation events, the Travel Program, and membership solicitation and renewals.

Responsibilities

- Manage the Membership Program, including preparing solicitation, renewals, acknowledgements and event coordination, and serve as the main contact for members
- Manage the donor database (Neon), including gift/donor data entry, donor information review and clean up, and ensuring strong data integrity/accuracy
- Oversee timely gift processing and acknowledgments to all donors
- Reconcile monthly gift entries and expenses with the Finance Department
- Generate reports on donor and membership data, trends, analytics, and prospect research
- Collaborate with the Development team in the execution of cultivation and special events, including logistical support, list segmentation for strategic outreach, mail merges, event registration, and day-of event execution
- Manage departmental, donor, and membership mailings
- Draft eblasts and written correspondence to donors as well as communicate via phone
- Prepare reports and materials for Department and fundraising meetings, and track progress and assigned next steps on projects
- Track departmental budget and expenses
- Assist Development team members with new and ongoing projects and initiatives as necessary
- Other duties as assigned

THE BRONX MUSEUM

Required Skills/Abilities

- Excellent communication, verbal and written, skills along with an aptitude for data analysis
- Highly organized, detail oriented and precise
- Proficient with Neon donor management or similar CRM platforms, including Microsoft Office Suite with the ability to learn new or updated software
- Ability to work independently and coordinate multiple projects simultaneously in a fast-paced environment
- Availability to work occasional nights and weekends necessary
- Strong knowledge of and passion for contemporary art and community-based arts practice

Cultural Commitment

- Supports the Museum's vision and goals both externally and internally
- Commits to fostering, cultivating, and preserving a culture of diversity, equity and inclusion, while incorporating respectful communication, teamwork, and employee participation

Education and Experience

- Bachelor's degree required
- At least 2+ years non-profit fundraising, and/or CRM experience

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

To Apply

Please email a resume and cover letter to development@bronxmuseum.org and include "Development Manager" in the subject line.

Selected applications will be contacted. Due to the high volume of resumes we receive, we will not be able to respond to phone calls or emails regarding the status of applications.

The Bronx Museum of the Arts is an equal opportunity employer