

Position Title:	Institutional Giving Manager
Status:	Full-time, includes some evenings and weekends
Direct Supervisor:	Chief Advancement Officer
FLSA Status:	Exempt
Salary:	\$60,000-\$70,000, plus benefits

Mission

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences to the urban experience through its permanent collection, special 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 of the Arts has prioritized serving the underserved communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Bronx Museums' programming expresses its 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;
- 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.

General Summary

Reporting to the Chief Advancement Officer, the Institutional Giving Manager will be responsible for researching funding opportunities and writing strategic and compelling letters of intent (LOIs), grant proposals, interim and final reports, and collateral materials for government, foundations and corporations. This position will also help create project budgets working with the Development team and Finance staff, manage the foundation, corporate, and government pipeline by tracking application and reporting deadlines, maintain donor credit language, and assist in the cultivation and stewardship of institutional donors.

Minimum salary: \$60,000.

Overall Responsibilities and Duties:

- Work with Chief Advancement Officer to develop an annual institutional grants strategy by identifying grants to be solicited
- Research and build a pipeline of new funders
- Work cross-departmentally to create letters of intent, prepare write proposals, budgets and supplementary materials, and financial reports
- Submit complete proposal packages, interim and final reports for government, foundations and corporations
- Support the collection and analysis of data outcomes for projects and programs supported by grant
- Manage the Development Department's calendar of submission deadlines
- Cultivate and steward relationships with program officers
- Participate in all Development activities, such as cultivation and donor events
- Other duties as assigned

Required Skills/Qualifications:

- Demonstrated success in securing foundation, government, and corporate grants
- Excellent project management and communication skills and ability to meet strict deadlines
- Ability to work independently and coordinate multiple projects simultaneously in a fast-paced environment
- Excellent attention to detail
- Knowledge of MS Office (e.g. Outlook, Excel, and Word), and fundraising software such as Salesforce
- Availability to work occasional nights and weekends necessary
- Strong knowledge of and passion for contemporary art and community-based arts practice
- B.A. degree and at least three to five years of grant writing experience required, graduate degree in a relevant field is preferred

To Apply

Please email a cover letter, resume, two writing samples, and three references to: humanresources@bronxmuseum.org and include "Institutional Giving Manager" in the subject line.

Only qualified individuals will be contacted. Due to the high volume of applications received, we will not be able to respond to any phone calls or emails.

The Bronx Museum of the Arts is an equal opportunity employer.