

Position Available October 2024

Development and Events Associate – full time nonexempt

About the Staten Island Museum

Founded in 1881, Staten Island Museum engages visitors with interdisciplinary exhibitions and education programs that explore the dynamic connections between natural science, art, and history based on its broad collections. The Staten Island Museum is a member of the Cultural Institutions Group, a public-private partnership with the City of New York. SIM is a premier cultural institution with a longstanding history in the community. In Fall 2015, Staten Island Museum opened its flagship building at Snug Harbor after a \$24 Million renovation. Further expansion into an adjacent, connected building for a STEAM Education Center is planned, with groundbreaking on the first phase in early 2025.

Diversity, Equity and Inclusion (DEI) Commitment Statement

The Staten Island Museum (SIM) values, celebrates and commits to fostering diversity, equity, and inclusion. SIM believes building an inclusive and equitable environment is an ongoing, active process that requires constant and deliberate mindfulness and attention. Through policies, procedures, and programs, the Staten Island Museum values and seeks the strengths of human variety in race, ethnicity, culture, language, religion, gender, gender fluidity, sexual orientation, family structure, personal beliefs, age, ability, veteran status, socioeconomic status, immigration status, geography and country of origin. Across communities, in programming, with staff, trustees, volunteers, artists, and visitors, SIM strives to build a culture of diversity of voice and representation, authentically inclusive spaces, and equity for all.

See www.statenislandmuseum.org for more info about the museum.

Job Summary

The Staten Island Museum seeks a motivated Development and Events Associate to support all fundraising efforts, including grants and membership, with an emphasis on individual giving. A special focus will be on database management and assisting in the growth of contributed income through membership (individual/business) and special events. The Development and Events Associate is a key member of the development team reporting to the Chief Development Officer and will be responsible for gift processing, acknowledgement, reporting and donor data accuracy in SIM's constituent database, Altru. The Development and Events Associate spearheads the Museum's Annual Gala and other fundraising and cultivation events. Additionally, this role supports the CEO with coordination of board and committee meetings and provides executive assistance as needed. The ideal candidate will have excellent computer skills in database management and Microsoft Office Suite, especially with mail merge processes.

Duties and Responsibilities:

Fundraising and Membership 50%

- Manage tracking of active and upcoming grant deadlines and funding requirements with accuracy, in coordination with the Chief Development Officer (CDO).
- Prepare grant proposals and reports as assigned
- Support the CDO to plan and implement the Annual Appeal and campaign solicitations
- Maintain accurate and up-to-date records in the donor database
- Oversee membership program, manage renewals, and handle member communications
- Attend community events to build relationships with prospective members and sponsors
- Additional related assignments as directed

Special Events 30%

- Plan, prepare and execute SIM's annual gala in spring from start to finish, including coordinating and facilitating gala committee comprised of Trustees and invited external members.
 - Produce work plans with deadlines, staffing plans and all details for events
 - Develop and track revenue goals and expense budget (P&L)
 - Convene and prepare for gala committee meetings with Board Development Chair
 - Prepare and mail gala invitations and solicitations
 - Proactively solicit sponsorships, journal ads, ticket sales, and auction and raffle donations to meet revenue goals, in coordination with CDO
 - Coordinate with all vendors and plan staff roles for event facilitation
 - Onsite event coordination day-of event
 - Conduct all follow up activity and reporting to properly close out the gala and reconcile P & L with the finance department
- Plan and implement fall fundraising event at the museum (currently a beer garden associated with an annual major outdoor artists market)
- Design quarterly cultivation events, including for President's Circle, Contemporary Council young professional members
- Create event budgets in consultation with the CDO, CFO and CEO and regularly monitor and report budget updates for all events, and present final P & L budget.
- Negotiate, competitively bid, and administer vendor contracts.

Administrative support for CEO and the Board of Trustees 20%

- Coordinate Board of Trustees and Board Committee meetings and events.
- Manage logistics for Board meetings, including facilitating setup for in person, virtual and hybrid meetings, preparing and distributing agendas and materials; tracking attendance; and conducting meeting follow up
- Annually update board handbook, Trustee bios and board lists
- Provide administrative support to the CEO, including coordinating and calendaring internal and external meetings, managing contacts, and maintaining files and documentation

Skills and Qualifications:

- Minimum 2 years of fundraising, membership, special events or related client-based work experience
- BA, Associate's degree or equivalent education, preferably museum studies, nonprofit management or business degree
- Exceptional organization and project management skills
- Attention to detail and accuracy is essential
- Strong written and verbal communication skills and knowledge of proper grammar
- Understanding of basic budgeting and expense tracking
- Familiarity with office etiquette and diplomacy and discretion in accessing confidential information
- Computer literacy including Microsoft Suite
- Demonstrated experience with CRM database entry, reporting and analytics – SIM uses Altru, a Blackbaud product
- Driver's license and willingness to work evenings and weekends as needed

Compensation:

Salary \$45,000 - \$50,000 annually plus full benefits

The Museum offers a generous employer-sponsored full benefits package, including:

- Health insurance benefits with a choice of plans through EmblemHealth, at no cost to employee for individual or family. Employee may choose upgraded plan options including prescription drugs with employee contribution.
- The Museum provides enrollment in the NYC Management Benefits Program which supplies supplemental benefits, including basic group life insurance, superimposed major medical, dental and vision coverages
- Employees are afforded coverage under New York State long-term disability and workers compensation. Nominal employee payroll contributions are mandatory for NYS short term disability and NYS Paid Family Leave
- Pension through Cultural Institution Retirement System (CIRS), vesting in 5 years
- 401(K) participation available through CIRS, non-matching
- Employees are provided with twelve (12) paid holidays, fifteen (15) vacation and ten (10) sick days annually for the first five years, accrued according to Museum policy. Employees are entitled to paid jury duty and bereavement leave. The Museum complies with current state and federal policies for Family and Medical Leave.

Additional perks:

- Free onsite parking
- Access to professional development growth opportunities
- SIM staff receive complimentary admission to participating NYC museums

Start Date and Schedule:

Position is open immediately. The position is full-time 35 hours/week, Monday through Friday, with evening and weekend attendance required as needed for board meetings, museum programs and special events, and community events.

To Apply

To apply, please submit a cover letter and resume to apply@statenislandmuseum.org with subject line: Development Events Associate – [your last name, first name].

Applications and interviews will begin on a rolling basis. Applications will be accepted through Nov 15 or until the position is filled.

Research shows that women and people from underrepresented groups often apply to jobs only if they meet 100% of the qualifications. If you believe you meet most of the qualifications, we strongly encourage you to apply.

Staten Island Museum is an Equal Opportunity Employer.

No calls please.