

**National Museum of American Jewish History
Job Description**

Sr. Manager of Institutional Giving

ORGANIZATION SUMMARY

The National Museum of American Jewish History (NMAJH), on historic Independence Mall in Philadelphia, presents educational programs and experiences that preserve, explore, and celebrate the history of Jews in America. Its purpose is to connect Jews more closely to their heritage and to inspire in people of all backgrounds a greater appreciation for the diversity of the American Jewish experience and the freedoms to which Americans aspire.

NMAJH's vision is to be the preeminent national museum creatively teaching, interpreting, and inspiring dialogue about the American-Jewish experience in the context of American history. The Museum will be a force fueling the American spirit of courage and imagination, aspiration and hard work, leadership and service, through active engagement with the stories of American-Jewish life and tradition.

JOB SUMMARY

Reporting to the Director of Development, the Sr. Manager of Institutional Giving will be responsible for developing proposals for funding from foundation, individual, and government sources; cultivating and stewarding relationships with institutional funders; and researching new institutional prospects. This position also works as part of the development department to develop effective strategies for reaching overall annual fund and campaign goals.

JOB RESPONSIBILITIES

- Raising over \$650,000 through corporate, foundation, and government funding sources for the Museum and its initiatives annually.
- Conceptualizing and developing corporate, foundation, and government grant proposals to local and national funders. This includes gathering information from across the Museum's departments, including curatorial, public programs, education, communications, visitor services, and finance.
- Creating and maintaining relationships with foundation program officers.
- Contributing to written materials and proposals to be used across the Museum.
- Creating and maintaining a grants calendar of application and reporting deadlines.
- Researching new institutional funding sources.
- Compiling and writing reports for institutional funders.

- Working closely with finance and other department heads to obtain and/or develop project budgets; obtaining copies of audits, IRS Form 990s, and other required supplemental materials; completing the Museum's annual Cultural Data Project form; and maintaining the Museum's presence on Guidestar and other comparable philanthropic outlets.

QUALIFICATIONS

- A strong appreciation of the Museum's mission, and knowledge of the museum field and/or Jewish communal field.
- Excellent written and oral communications skills.
- Bachelor's degree required.
- A minimum of five years of progressively responsible development experience, including at least two years of working with funders on proposals of \$100,000+.
- Experience in, and knowledge of, the Philadelphia and national corporate, foundation, and government community is vital.
- Strong understanding of budgets and ability to communicate the Museum's financial position to funders.
- Candidates for this position must be well-organized, thrive in a fast-paced environment, be extremely detail-oriented, and have superb interpersonal skills.
- Must be goal-oriented and laser-focused on achieving revenue goals.
- Proficiency in Microsoft Office (Word, Excel) required; proficiency in Raiser's Edge preferred

TO APPLY: Email cover letter with resume, writing sample and salary requirements to employment@nmajh.org using the subject line "Institutional Giving Officer." Deadline November 22, 2018. No calls, please.