

# Development Officer, Exhibitions

**Date:** April 2019  
**Department:** Institutional Giving  
**Title:** Development Officer, Exhibitions  
**FSLA Status:** Exempt  
**Supervisor:** Associate Director, Institutional Giving  
**Schedule:** Full Time

## **The Jewish Museum:**

Founded in 1904 and located on New York City's Museum Mile, the Jewish Museum is dedicated to the enjoyment, understanding, and preservation of the artistic and cultural heritage of the Jewish people. The Museum maintains a unique collection of nearly 30,000 works of art, ceremonial objects, and media reflecting the global Jewish experience over more than 4,000 years. The Museum applies a contemporary lens to its exhibitions, which range from ancient to contemporary art.

## **The Position:**

The Jewish Museum seeks an experienced grants manager and persuasive writer to play a key role securing exhibition support from foundations and individuals, corporations, and government agencies. The Development Officer for Exhibitions will write highly effective exhibition grant proposals; maintain and grow relationships with funders; and participate in creating funding plans and strategizing approaches to meet the Museum's goals. The ideal candidate will be a skilled writer, a strong project manager, an excellent communicator, detail-oriented, and able to meet all deadlines. A passion for the arts and a strong understanding of cultural funders is required.

## **Responsibilities Include:**

- Develop and implement fundraising strategies for exhibitions, including researching new foundations, individuals and corporations; and building upon trends in cultural philanthropy
- Write and submit an extensive portfolio of high-quality exhibition proposals, including creating cover letters, LOIs, and effective funding requests as well as preparing budgets and other supplementary materials
- Oversee reporting and tracking of exhibition grants, including preparing interim and final reports, reconciling budgets, managing the stewardship process, and working with departments throughout the Museum to ensure successful execution of related contractual requirements
- Track current and potential funders to ensure timely and appropriate solicitation and follow up



- As needed, review and edit other proposals, supplementary materials, and budgets
- Maintain complete and up-to-date donor and research files and Salesforce records
- Represent the Museum and interact with all levels of the organization and donors
- Participate in development-related special events, entailing some evening and weekend hours

**Requirements:**

- At least three years of grant writing experience with a proven record of success, preferably in an art museum or related field
- Exceptional written and oral communications skills, reflecting clear, critical, and creative thinking
- Experience managing grants, including budget creation and oversight
- Highly organized with strong attention to detail
- Ability to prioritize tasks and manage multiple projects under the pressure of deadlines
- Ability to take initiative as well as direction
- Demonstrated willingness to work effectively as part of a team and with all levels of donors.
- B.A./B.S. degree, graduate degree preferred
- Excellent computer skills (MS Word, Excel, and preferably Salesforce)

**Send Resume with Cover Letter To:**

**Associate Director, Human Resources**  
**The Jewish Museum**  
**1109 Fifth Avenue**  
**New York, NY 10128**  
**Email: [jobs@thejm.org](mailto:jobs@thejm.org)**  
**Fax: 212.423.3232**

*The Jewish Museum is an Equal Opportunity Employer that is committed to building a culturally diverse staff and encourages applications from diverse candidates.*

