POSITION DATA

JOB TITLE: Director of Individual Giving
DEPARTMENT: Institutional Advancement

POSITION OVERVIEW
The director of individual giving reports directly to the chief advancement officer, working primarily to secure six-figure or higher private fundraising gifts from new individuals in support of the 9/11 Memorial & Museum. This position focuses heavily on cultivating a new community of patrons known for traditional support of cultural institutions and other nonprofit organizations, beyond those institutions and companies who currently donate to the organization’s signature annual fundraising programs and events. The director of individual giving is tasked with working both internally and externally to develop marketing and outreach strategies around funding key Museum priorities, including special exhibitions, educational programs, and public programs, with specific appeal to individual major donors. A key area of timely focus will be new donor engagement in support of initiatives tied to the 20th anniversary of 9/11. Additionally, and in consultation with the chief advancement officer, this position will help lead the development of a structure to upgrade members at the Benefactor level to major donors, as well as to identify prospective individuals for membership on the board of trustees. This position joins an Institutional Advancement management team with directors of corporate giving, institutional giving, and membership and annual giving.

ESSENTIAL FUNCTIONS

• In collaboration with the chief advancement officer, develops and implements the strategy to achieve the organization’s annual and long-range private fundraising goals
• Helps lead the strategic development of and fundraising around the 9/11 Memorial & Museum’s key funding priorities with an emphasis on new individual sources
• Creates key, performance-based fundraising metrics upon which program success can be evaluated and adjusted, as needed
• Collaborates with the managers of individual museum membership, corporate membership, and museum sustainers to effectively build upon past successes, as well as provide an integrated stewardship experience for new and prospective major donors
• Leads tours of the 9/11 Memorial & Museum with prospective/existing patrons, as well as regularly allocate time to be out of the office cultivating supporters at off-site meetings and events
• On an annual basis, develops budget-related revenue and expense projections, and subsequently measures and reports actual performance during the year
• With deep familiarity of programmatic initiatives and opportunities, collaborates with internal departments to effectively gather information necessary for the development and submission of grant proposals
• Regularly participates in key, organization-wide dialogues to identify areas of fundraising opportunities across relevant strategic and other initiatives
MISSION REQUIREMENT

- Participates in the annual 5K fundraiser and September 11 commemoration, as assigned
- Assists with and support all the 9/11 Memorial & Museum’s special projects and events, as assigned

QUALIFICATIONS/SKILLS REQUIREMENT

- Bachelor’s degree required
- Minimum of 7–10 years of successful front-line fundraising, preferably at a cultural institution or relevant nonprofit organization, leading to major gifts from individuals, institutions, and corporations
- Exceptional management, leadership, and team-building skills
- Established current relationships with high net-worth individuals and institutional executives in the New York City area and nationwide
- Demonstrated strong relationship-building and solicitation skills
- Ability to persuasively communicate and articulate the mission of the foundation to internal and external audiences, including via pitch presentations and VIP tours
- Must be able to work closely and collaboratively with other members of the Institutional Advancement team and integrate efforts with solicitation around a diverse range of fundraising programs and events
- Ideal candidates will have a demonstrated track record in the grant seeking process, preferably for cultural institutions
- Excellent written and oral communication skills
- Strong computer skills, including proficiency in full suite of Microsoft Office applications required, and experience with Raiser’s Edge preferred

HOW TO APPLY:

- Include title of position in the email subject field
- Please state the job board or website where posting was seen
- Send cover letter and resume to 911mmiajobs@911memorial.org