



POSITION DATA

JOB TITLE: Director of Major Gifts & Grants
DEPARTMENT: Institutional Advancement
REPORTS TO: Chief Advancement Officer
DATE: December 2021

POSITION OVERVIEW

The Director of Major Gifts & Grants reports directly to the Chief Advancement Officer, working primarily to secure five and six-figure private fundraising gifts from individual and institutional sources in support of the 9/11 Memorial & Museum. This position focuses heavily on cultivating a community of patrons known for traditional support of cultural institutions and other like non-profit organizations, beyond those individuals and companies who currently donate to the organization's signature annual fundraising programs and events. Among this position's key responsibilities will be to restore the organization's proactive, centralized grant seeking capacity, which was more recently curtailed due to COVID-related budget challenges. As a younger Museum, there is a range of opportunity for focused grant strategies designed to support new and rapidly evolving programs. Support will be sought in four key areas of programmatic focus: Honoring through Commemoration, Understanding the Ongoing Repercussions of 9/11, Educating a New Generation, and Building a More Secure World. Additionally, the Director of Major Gifts & Grants is also tasked with building upon the momentum generated by the launch of The Never Forget Fund around the 20th anniversary of 9/11 with a focus on galvanizing individual donors to support institutional priorities. For all donor audiences, this includes working both internally and externally to develop marketing and outreach strategies. Additionally, and in consultation with the Chief Advancement Officer, this position will help identify candidates to consider for membership in the Board of Trustees. The position is also a part of the organization's Senior Leadership Group, a body of approximately 20 senior managers that fosters organization wide collaboration and decision-making. This position is supported by a grants manager.

ESSENTIAL FUNCTIONS

- In collaboration with the Chief Advancement Officer, develop and implement the strategy to achieve the organization's annual and long-range private fundraising goals.
- Help lead the strategic development of and fundraising around the Memorial & Museum's key funding priorities with an emphasis on new individual and institutional sources.
- Create key, performance-based fundraising metrics upon which program success can be evaluated and adjusted as needed.

- Collaborate 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.
- Lead 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, develop budget-related revenue and expense projections, and subsequently measure and report actual performance during the year.
- Conduct research on prospective institutional, corporate, and family foundations, as well as established government funding programs, to evaluate grant seeking opportunities.
- With deep familiarity of programmatic initiatives and opportunities, collaborate with internal departments to effectively gather information necessary for the development and submission of grant proposals.
- Regularly participate in key, organization-wide dialogues to identify areas of fundraising opportunity across relevant strategic and other initiatives.

VOLUNTEER REQUIREMENT

- Participates in the Annual 5K Fundraiser and September 11th Commemoration, as assigned.
- Assists with other special projects and events in support of all 9/11 Memorial and Museum, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT

- Bachelor's Degree required.
- A minimum of 7-10 years of successful front-line fundraising, preferably at a cultural institution or relevant non-profit organization, leading to major gifts from individuals, institutions, and corporations.
- 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 – proficiency in full suite of Microsoft Office applications required and experience with Raiser's Edge preferred.

HOW TO APPLY

- Include position you are seeking in the email subject field.
- State the location where job posting was seen.
- Send resume and cover letter to 911mmiajobs@911memorial.org

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required.

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- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
 - The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.
 - This document is a communication tool and not intended as a written or implied contract of employment.