

NEW YORK TRANSIT MUSEUM

POSTING DATE: December 28, 2018
JOB TITLE: Development Associate
SALARY RANGE: Commensurate with Experience
HOURS OF WORK: Full-time, Monday – Friday 9:00 am to 5:30 pm

SUMMARY:

Founded in 1976, the New York Transit Museum is dedicated to telling and preserving the stories of mass transportation – extraordinary engineering feats, workers who labored in the tunnels over 100 years ago, communities that were drastically transformed, and the ever-evolving technology, design, and ridership of a system that runs 24 hours a day, every day of the year.

Housed underground in an authentic 1936 subway station in downtown Brooklyn, the Transit Museum's working platform level spans a full city block, and is home to a rotating selection of over 20 vintage subway and elevated cars dating back to 1904. The Museum welcomes more than 500,000 visitors every year to explore its unique collection of subway and bus artifacts, enjoy fascinating exhibits about New York history and participate in hands-on education programs that teach literacy, social studies and STEAM.

The Transit Museum seeks a detail oriented Development Associate with outstanding writing skills to support fundraising efforts. The Development Associate will work closely with the Development Director and staff across the Museum's departments to manage our portfolio of corporate, foundation and government funders, marketing and logistics for fundraising and cultivation events. The Development Associate will also support the Membership department as necessary, including planning and staffing events.

RESPONSIBILITIES:

- Fundraise, manage grant research, submissions and reporting:
 - Prospect research on foundation, corporate, and government funders
 - Identify and develop funding sources to support existing and planned program activities, including working closely with staff to develop ideas into grant and sponsorship proposals
 - Secure new sources of funding that include Foundations, Corporations, Individuals and Crowdfunding
 - Manage calendar of proposal and report deadlines
 - Draft, package, and submit proposals
 - Produce timely acknowledgements and reports
- Support 2 annual benefit events:
 - Update and maintain database and mailing lists
 - Prospect research on individuals and corporations
 - Coordinate solicitation and invitation mailings
 - Process and acknowledge gifts
- Program administration:
 - Track progress toward financial goals, creating weekly and monthly revenue reports
 - Create and track department expense budget
 - Maintain Board of Trustees records and contact lists
 - Take Board meeting minutes
 - Manage catering and other operations for special events

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Outstanding writing skills and attention to detail.
- Interest in New York City History, urban planning or related topics.

- Proficiency in MS Excel and Word; graphic design and Photoshop skills preferred.
- Knowledge of Altru or similar donor database, Foundation Directory, Guidestar, etc.

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university required.
- 1+ years of experience working in fundraising, preferably at a NYC cultural institution.

ABOUT THE NEW YORK TRANSIT MUSEUM:

The New York Transit Museum is the largest museum in the United States devoted to urban public transportation history, and one of the premier institutions of its kind in the world. The Museum explores the development of the greater New York metropolitan region through the presentation of exhibitions, tours, educational programs, and workshops dealing with the cultural, social, and technological history of public transportation. Since its inception over 40 years ago, the Museum, housed in a historic 1936 IND subway station in downtown Brooklyn, has grown in scope and popularity. The Museum also maintains a gallery annex at Grand Central Terminal, an archive and an off-site 14,000 sf collections storage facility. As custodian and interpreter of the region's extensive public transportation networks, the Museum strives to share, through its public programs, this rich and vibrant history with local, regional, and international audiences.

The Development Associate position is employed by the Museum's non-profit affiliate, Friends of the New York Transit Museum. Benefits package for this full-time position includes health, dental, vision, 401k and an unlimited MetroCard for the duration of employment. Some evening and weekend work required.

Application:

Qualified individuals interested in this job opening must apply by e-mail. Resume and cover letter should be sent as .doc or PDF to Angela Agard, Manager Administration: angela.agard@nyct.com. Specify subject as *Development Associate Posting*. Due to high volume of applicants, only those who qualify for an interview will be contacted.

Submission Deadline: January 28, 2019

Friends of the New York Transit Museum is an equal opportunity employer.