

NEW YORK TRANSIT MUSEUM

JOB TITLE: Development Coordinator (Full-time)

New York Transit Museum

Brooklyn, NY

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. The New York Transit 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 an historic 1936 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 square foot 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.

SUMMARY

Friends of the New York Transit Museum (FoNYTM), NYTM's nonprofit affiliate, seeks a Development Coordinator to support a growing development department's efforts in membership, special events, and grant seeking, and will have primary responsibility for department administration and database management (Altru). The position reports to the Senior Manager of Development.

RESPONSIBILITIES

- Help steward and grow NYTM's membership program and portfolio of individual donors. Manage physical and virtual membership materials; plan and execute direct mail campaigns. Process and acknowledge gifts. Assist in planning and staffing events, including large exhibit receptions and small cultivation tours.
- Provide prompt and friendly customer service as the first point of contact for members and donors. Communicate via phone and email. Fulfill member/donor benefits as needed.
- Assist in planning and staffing fundraising events, including the annual corporate Gala and family benefit. Undertake prospect research, update database contacts, and maintain mailing lists.
- Support grant seeking efforts for projects and programs Museum-wide. Conduct prospect research on individuals, foundations, and corporations. Assist in producing funding proposals and reports; manage contracting and billing requirements.
- Utilize CRM (Altru) database, including data entry and regular updates.
- Track revenue progress toward financial goals. Create and track departmental expense budget. Reconcile revenue and expenses with the Accounting Manager.
- Manage administrative functions for the department, including maintaining files and supply inventory.
- Perform other duties as assigned.

QUALIFICATIONS

- College degree or equivalent experience
- Minimum of 1 year of relevant experience, preferably at a cultural institution
- Proficiency in MS Office suite and Google suite

Other Desired Knowledge, Skills and Abilities:

- Outstanding organizational skills and attention to detail
- Strong customer service skills in person, on the phone, and via email
- Ability to complete projects in a timely manner and a sense of urgency
- Enthusiasm, flexibility, and ability to work in a team-oriented environment
- General curiosity about New York, transit, and support of the Museum's mission

HOURS

Full time 37.5 hours a week. Work hours Monday through Friday 9:00 - 5:00 with occasional evenings/weekends for special events.

COMPENSATION

\$60,000 - 65,000

TO APPLY

Only candidates selected for interviews will be personally contacted. No phone calls, please. Interested candidates should email your resume and cover letter as a single PDF to **development@nytransitmuseum.org** with "Development Coordinator" in the subject line. Applications will be reviewed on a rolling basis, with a final deadline of **November 15**.

The New York Transit Museum is fully committed to equal employment opportunity for all employees and applicants for employment without regard to: race; color; religion; creed; national origin; ancestry; sex; sexual orientation; age; disability; predisposing genetic characteristic; gender identity and expression; pregnancy; veteran or military status; marital/familial/partnership/caregiver status; status as a victim of domestic violence, stalking and/or sex offenses; or any legally protected basis. The Museum welcomes and encourages qualified candidates from all backgrounds to apply.