

NEW YORK TRANSIT MUSEUM

Posting Date: November 2025

Job Title: Development Director

Location: New York Transit Museum, Brooklyn NY

Hours: Monday-Friday 9:00am-5:00pm (37.5 hours/week), with evening and weekend events

Founded in 1976, the New York Transit Museum explores the impact of mass public transportation on the region's development, culture, and identity. As stewards and champions of New York's mass transportation history, the Museum connects people, sparks curiosity, and inspires important conversation around the past, present, and future of cities and transportation through dynamic, accessible, and inclusive exhibits and programs related to science, technology, the arts, and the humanities. The Museum's locations in an authentic 1936 Downtown Brooklyn subway station and Grand Central Terminal are sites for conversations about how mass transportation makes New York City and the region great by ensuring mobility, accessibility, sustainability, and a vibrant civic life for all.

Summary:

The New York Transit Museum (NYTM) seeks a Development Director to lead and expand efforts to secure essential funding for NYTM's operations and programs. Museum programs include exhibits; school visits; access programs; public programs and community events; collections management initiatives; NYTM's upcoming 50th anniversary celebrations; and general operating support. Working alongside the Museum's Director and Board Chair, this position is employed by Friends of the New York Transit Museum, NYTM's nonprofit affiliate.

Responsibilities:

The Development Director will work with the Museum Director and program staff to determine annual and long-term fundraising goals, guided by our 2024-2028 strategic plan, and will develop and implement a comprehensive advancement strategy to meet these goals. With an annual budget of \$9 million and strong earned revenue categories, NYTM is looking to strategically expand its contributed revenue to account for 30-40% of the budget over the next few years building off a base of \$2 million annually. The Development Director serves as the Board liaison and oversees a growing department that currently has three direct reports plus outside consultants as necessary. Essential functions of the position include but are not limited to:

Institutional Giving:

- Manage and expand the current portfolio of foundation, corporate, and government funders
- Identify potential new funding sources based on institutional needs
- Create compelling grant proposals and applications
- Develop targeted sponsorship proposals and associated collateral
- Create and implement donor recognition opportunities
- Supervise grant management and reporting

Membership and Individual Giving:

- Identify major donor prospects

- Manage and expand cultivation and stewardship efforts through targeted communications, meetings, and events
- Develop and implement planned giving strategies
- Oversee 3,000-household membership program
- Oversee annual fund campaigns

Fundraising Events:

- Oversee the planning and execution of the annual corporate gala (\$900,000+). Determine fundraising strategy, help secure honorees, and supervise event planning and budgeting.
- Oversee planning, fundraising, and execution for the annual family benefit “Party on Wheels” and other 50th Anniversary events

Board Liaison:

- Maintain Board records and legal documents
- Organize Board meetings and materials
- Record and distribute meeting minutes
- Staff the Development and Nominating Committees
- Plan for, support, and track progress toward collective and individual give/get goals

Administration:

- As a member of senior staff, participate in institutional goal setting and budgeting
- Serve as Manager on Duty of the Museum facility when necessary
- Manage a growing department (currently Senior Manager of Development, Manager of Foundations and Institutional Giving (new role to be hired), and Development Coordinator)
- Hire, onboard, and manage outside consultants as necessary

Requirements:

- 10 years of fundraising experience, including staff and Board management, with at least five years in a supervisory role. Bachelor’s degree or higher.
- Track record of success in securing new individual and institutional funding
- Excellent written and oral communication skills
- Flexibility to work at both a strategic level and manage day-to-day tasks in a small department
- Excellent database management skills; familiarity with Altru a plus
- Interest in and familiarity with topics NYTM addresses, such as New York City history, transportation history, infrastructure, urban and regional planning, arts education, access and inclusion, and sustainability

Compensation

\$170,000 – 185,000. In addition to a competitive salary, the position includes a comprehensive benefit package including paid time off, health insurance, and a 401k with employer match.

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 Director” in the subject line. Applications will be reviewed on a rolling basis, with a final deadline of December 3.

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.