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JOB DESCRIPTION: SENIOR MANAGER OF INSTITUTIONAL GIVING (November 2021)

Broadway Housing Communities / Sugar Hill Children’s Museum of Art & Storytelling, New York, NY

Since 1983, Broadway Housing Communities has provided permanent homes for thousands of adults, children and families; high quality early childhood programs that improve outcomes for resident and community children; and opportunities for local artists to exhibit their work and engage the community in Upper Manhattan. The success of our model is rooted in community, and a commitment to ensuring that the adults, children and families we serve receive the support they need to live independent, stable lives. Housing+Education+Art www.bhc.org

Sugar Hill Children’s Museum of Art & Storytelling, the cultural capstone of the Sugar Hill Development designed by architect Sir David Adjaye OBE, provides our culturally rich neighborhood—home to the Harlem Renaissance—with a space where children and their families grow and learn about Sugar Hill, and about the world at large, through intergenerational dialogue with contemporary artists, art and storytelling. Designed to nurture the curiosity and creative spirit of three- to eight-year-old children, the Museum provides opportunities to grow as both author and audience, as children engage with the work of accomplished artists and storytellers, and create and share their own. The Museum is a separate 501(c)(3) organization founded by and sponsored by BHC. www.sugarhillmuseum.org

POSITION DESCRIPTION:

Philanthropic support from institutions and government is the core source of revenue for BHC and the Museum and has the potential to grow exponentially. The Senior Manager of Institutional Giving is the key staff member working in this area to maintain and grow funding in partnership with senior leadership including the new Museum Director and Founder & Executive Director. Key responsibilities are to identify, cultivate/steward, solicit and prepare proposal submissions and reports with government agencies, as well as private, corporate, and family foundations to support general operating, capital, and restricted projects including museum exhibitions. Works with senior leadership in setting and implementing institutional fundraising strategy and structures, as well as crafting proposal narratives, contracting and reporting, and reviewing progress against goals to ensure long-term financial sustainability. This position works closely with finance and program staff to ensure that BHC maintains and grows revenue. Given the small staff and interconnected nature of development, this position provides input into the development of all external facing documents. This

Broadway Housing
Communities

—
The Delta

Benziger-Abraham House

The Rio

Dorothy Day Apartments

Sugar Hill Apartments

—
Dorothy Day Early
Childhood Center

Sugar Hill
Museum Preschool

—
Rio Penthouse Gallery

Rio Gallery II

Rio Gallery III

—
Sugar Hill
Children’s
Museum of
Art & Storytelling

position maintains a portfolio of donors. Time invested evenly between BHC and Sugar Hill Children's Museum. This position reports to the Director of Development and works closely with BHC Founder & Executive Director and Museum Director.

RESPONSIBILITIES INCLUDE:

- Develop a thorough understanding of BHC's programs and unique approach in order to represent BHC and Museum's work with potential funders.
- Ensure revenue goals and objectives are met by staying on top of the ongoing cycle of work—maintaining calendar and conceptualizing, writing, developing budgets, coordinating internally and submitting applications, LOI, and reports.
- Oversee all grant-related tracking and reporting including for the Board. Work with Senior Development Associate to ensure accurate record keeping in Altru.
- Create a robust prospect pipeline of relevant funding sources through prospect research, leveraging the BHC community to initiate new funder outreach.
- Design, plan, and execute foundation, government and corporate donor cultivation and stewardship activities to advance strategic priorities and fundraising goals
- Manage a robust portfolio of institutional donors.
- Manage a portfolio of government donors, including overseeing contract development and reporting; outreach and communication with BHC's lobbyist and local/state politicians.
- Establish and maintain relationships with foundation program directors and program officers.
- In partnership with program staff, set and implement strategy for each funder.
- Work across BHC and the Museum to ensure coordination of all aspects of grant fulfillment, compliance and reporting including with Program, Finance, and Legal.
- Provide input on communications initiatives that impact fundraising and membership including individual major donor proposals, printed collateral, website and other external facing communications (emails, social media).
- Other duties and responsibilities, as assigned.

QUALIFICATIONS/REQUIREMENTS:

- B.A. degree, preferably in a museum, arts, education, or social-service related field; graduate degree preferred.
- 5-7 years experience in development including demonstrated success in securing institutional giving and major donor initiatives.
- Self motivated and detailed focused with demonstrated success generating revenue.
- Experience in preparing and presenting financial/budget information to donors.
- Excellent writing skills, confident speaking skills.
- Experience in fast-paced and/or start-up work environments; takes initiative.
- Strong team player; able to engage with diverse staff to gather, synthesize and use programmatic and financial information for effective fundraising.
- Proven ability to handle confidential information.

- High level of comfort working with CRM software.
- Commitment to the field of arts/museum education and the impact of arts engagement on young children.

APPLICATION:

To apply for this position, please email your resume, cover letter and one professional writing sample, with salary requirements, to resumes@bhc.org. Applicant review will continue until the position is filled. Please indicate your last name and “Senior Manager of Institutional Giving” in the subject line. No phone calls, please; only qualified candidates will be contacted. Salary commensurate with experience.

We offer a comprehensive benefits package, including health, dental, vision, 403(b) retirement plan, group life insurance, short term disability and paid time off. BHC/SHCMAS is an equal opportunity employer.