

# THE METROPOLITAN MUSEUM OF ART

## EMPLOYMENT OPPORTUNITIES

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### **Deputy Chief Development Officer for Individual Giving/Development Department**

The Metropolitan Museum of Art, one of the world's finest museums, seeks a Deputy Chief Development Office for Individual Giving in the Development Department. This position is charged with building and maintaining a dynamic portfolio of 100 to 125 individuals with the capacity to make philanthropic gifts of \$25,000 to \$1,000,000 and more during the run-up to and during the execution of the next stage of the Museum's campaign. He or she will be joining a team of development professionals, and will be a strategic partner with the senior management, curatorial staff, and trustees of the Met who are actively involved in the Museum's most critical fundraising initiatives.

The incumbent in this position will work collaborative with colleagues within Development to identify high-potential donors and prospects who can be placed on his or her "pipeline" and to develop and implement customized strategies for the engagement of those individuals. In this regard, he or she will also work in close association with the Museum's executive leadership, curatorial staff, and trustees, involving them, as appropriate, in the cultivation and solicitation of prospective donors. He or she will be tasked, in addition, with engaging prospective donors in the varied array of small- and large-scale special cultivation and stewardship events offered by the Met, as well as devising new events and activities targeted to the interests and needs of the prospects under his or her management.

### **Primary Responsibilities and Duties:**

- Develop and manage a dynamic portfolio of 100 to 125 high-potential donors and prospects, and hold a minimum of four to five significant interactions (meetings, lunches, Met gallery visits, substantive conversations, etc.) with donors and prospects each week.
- Establish and maintain relationships with individuals in the portfolio, and position those individuals for significant fundraising requests in line with the Museum's priority needs, with a focus on initiatives related to the Met's Modern and Contemporary Art agenda.
- Involve, as appropriate, the Met's Trustees, Director, President, Curators, Development Office colleagues, and volunteer groups (e.g., the Major Gifts Committee) in cultivation and solicitation activities.
- Working closely with curatorial, programmatic, and Development staff, design and execute a program of events and activities designed to engage prospective and current donors.
- Work with Development Office leadership to design and execute a moves-management system to track and assess the effectiveness of the cultivation and solicitation efforts associated with this position.
- Maintain, through personal, written, and digital contact, relationships with donors and prospects for the purpose of ongoing stewardship.

- Other related duties

## **Requirements and Qualifications:**

### **Experience and Skills:**

- Minimum of 10 years' experience in fundraising, with experience in cultural institutions; or 10 years' client management and sales experience within an auction house or gallery setting
- Significant experience in developing, managing, and deepening relationships with high-potential donors and prospects
- A proven ability to close five-, six-, and seven-figure gifts/sales
- Extensive familiarity with the New York cultural, philanthropic, and social communities; fluency in the Modern and Contemporary Art world, while not a firm requirement, is a plus
- Demonstrated abilities as a motivated, self-starter who can also work as part of a team
- Excellent written and verbal communication skills
- Familiarity with fundraising/sales databases and moves-management systems
- High attention to detail and accuracy
- Availability to accommodate the varying schedules of donors and prospects

### **Knowledge and Education:**

- BA degree required; graduate degree preferred
- Experience in working with high-end donors and prospects

Please send cover letter, resume, and salary history to [careers@metmuseum.org](mailto:careers@metmuseum.org) with “Deputy Chief Development Officer for Individual Giving” in the subject line.

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