



Public Art Fund ("PAF"), New York's leading presenter of contemporary art projects in public spaces, seeks a dynamic **Development Manager, Institutional Giving**. Reporting to the Development Director, this position is essential to crafting impressive exhibition proposals, stewardship plans, and correspondence for foundation, government, and corporate prospects and donors.

Public Art Fund has presented exhibitions by the world's most compelling and significant artists in New York City and beyond for more than 40 years. These projects set the standard for excellence in the field, giving urban space new meaning, while engaging diverse audiences and making culture accessible to all. The Development Manager, Institutional Giving plays a vital role in the organization's fundraising efforts and works closely with colleagues across departments. The Development team works collaboratively on initiatives across the department and depends on each team member to lend support in the general fundraising efforts and promotion of the organization's mission.

Responsibilities

- Research institutional prospects and prepare cultivation plans in conversation with the Development Director
- Create tailored proposals, grant applications, letters of inquiry or request, and sponsorship materials for submission to foundations, government agencies, and corporations
- Develop and nurture strong working relationships with existing grantors, including program and grant officers; develop pipeline of new funders, including corporate sponsors
- Maintain a departmental grants calendar that includes all relevant deadlines and submissions
- Oversee foundation reports and required financials
- Implement stewardship plans during exhibitions, including ensuring proper crediting of donors across an array of materials and fulfillment of all grant terms and sponsorship benefits
- Develop ongoing engagement strategies, including events and benefits, as appropriate, for project-specific corporate, foundation, and government donors
- Prepare exhibition decks for all projects, working closely with the curatorial team to tell captivating stories about upcoming exhibitions and their impact

Qualifications

- Minimum of five (5) years of progressive fundraising experience with a focus on grant writing and institutional donors at a not-for-profit organization, preferably in the arts
- Knowledge of the New York art world and funding communities
- An effective team member, who possesses initiative, creativity, and energy
- Well-organized and detail-oriented; able to plan strategically, set priorities, and follow through
- Excellent written communication skills with a focus on drafting compelling proposals
- Superb verbal communication skills with outstanding interpersonal skills
- Competency with Microsoft Office Suite and databases; experience with Raiser's Edge NXT preferred

How to apply:

Please email a cover letter, 2–3-page professional writing sample, and résumé as attachments to humanresources@publicartfund.org. Indicate the job title “Development Manager, Institutional Giving - 2022” in the subject line. No telephone calls please.

The Development Manager, Institutional Giving is a full-time exempt position. Public Art Fund requires all staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine as a condition of employment. Requests for reasonable accommodations for medical, religious, or other reasons will be considered in accordance with applicable law.

Work outside of regular PAF hours (Monday-Friday, 9:30am-5:30pm) are an occasional requirement of the position. Work is often performed in an office environment. Salary is \$65,000 - \$75,000 per year and benefits include medical, dental and vision insurance, generous paid time off, as well as other benefits. Public Art Fund is an Equal Opportunity Employer. We believe that art has the power to spur conversation among people of different perspectives, to open hearts and minds, and to help shape the face and future of our country. A diverse workplace filled with people of different backgrounds reflects our organizational values and is vital to delivering on our mission.