



**Public Art Fund** ("PAF"), New York's leading presenter of contemporary art projects in public spaces, seeks an **Institutional Giving Manager** to craft exhibition proposals and stewardship plans. Reporting to the Director of Development, this position is essential in creating project narratives, 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 **Institutional Giving Manager** plays a vital role in the organization's fundraising efforts and works closely with colleagues across departments. The Development team works collaboratively on initiatives 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 Director of Development
- 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 a pipeline of new funders, including corporate sponsors
- Maintain a grants calendar that includes all 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
- Work closely with the curatorial team to prepare exhibition decks; customizing presentations to tell captivating stories unique to project funders

### **Qualifications**

- Minimum of four (4) years of 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 Salesforce preferred

**How to apply:**

Please email cover letter and résumé as attachments to [humanresources@publicartfund.org](mailto:humanresources@publicartfund.org). Indicate the job title "**Institutional Giving Manager - 2024**" in the subject line.

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

Work is primarily performed in an office environment, on a hybrid schedule. Hours outside of the scheduled work times are an occasional requirement of the position. Salary is \$70,000 - \$75,000 per year and employment package includes medical, dental and vision insurance, generous paid time off, as well as other ancillary 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.