OPEN POSITION

Development Manager (Part-Time)
The Alice Austen House fosters creative expression, explores personal identity, and educates and inspires the public through the interpretation of the photographs, life and historic home of pioneering American photographer, Alice Austen (1866-1952).

Alice Austen House is owned by the New York City Department of Parks and Recreation, operated by the Friends of Alice Austen House Inc. 501(c)(3) non-profit organization, and a member of Historic House Trust. The Alice Austen House is a New York City and National Landmark, on the Register of Historic Places and a member of the National Trust for Historic Preservation’s distinctive group of Historic Artists’ Homes and Studios. In 2017 we proudly updated our designation to become a National site of LGBTQ History.

Learn more at www.aliceausten.org

Position Description
As collaborative development position on a small staff team, the Development Manager works closely with the Executive Director and the Grants Management and Development Specialist to guide and implement fundraising for the museum’s $500,000 operating budget. The Development Manager facilitates grant applications and reporting; cultivates, stewards and solicits individual donors through membership and appeals; pursues corporate sponsorship and giving; and manages and facilitates special fundraising events. The Development Manager works with the Board Development and Events Committees to achieve goals outlined in the museum’s fundraising plan.

Primary Responsibilities
- Work with Executive Director, Grants Management and Development Specialist and board development committee to achieve fundraising goals developed in annual fundraising plan
- Responsible for all aspects of grant management, including the preparation of grant applications and reports to meet deadlines; tracking of grant progress; manage grant calendar; and identifying prospective funders
- Process and acknowledge donations

2 HYLAN BOULEVARD  STATEN ISLAND  NEW YORK  10305  PH  718 816 4506  WWW.ALICEAUSTEN.ORG
- Manage donor database with accuracy and prepare reports
- Cultivate, steward and solicit individual donors and corporate support
- Design and implement specific campaigns and outreach efforts, including appeals and sponsorship opportunities
- Plan and manage annual special events with board committee (including annual fundraiser)
- Oversee and expand membership program, including developing and implementing member events
- Support Executive Director with board relations and assist with board meetings by taking minutes and providing development reports
- Additional development and administrative-related duties as needed

**Qualifications**
- Bachelor’s degree or equivalent experience in related field
- 2-3 years development experience, preferably in a museum or cultural organization
- Proficient with donor database management.
- Excellent written and verbal communication skills
- Budgeting skills for formulating grant project budgets
- Detail-oriented, organized and efficient

**Schedule**
20-28 hours/ 3 - 4 days per week. Flexible weekly schedule to be determined with Executive Director. Some evenings/weekends required for board meetings and events.

*Friends of Alice Austen House, Inc is an equal opportunity employer.*