

## MANAGER OF INSTITUTIONAL DEVELOPMENT FOR WORLD-RENOWNED MUSEUM

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The Solomon R. Guggenheim Foundation is seeking a Manager of Institutional Development. As a member of the Development Department, the Manager of Institutional Development is responsible for managing the foundation and government fundraising portfolio and generating grant awards with the support and guidance of the Director of Institutional Development.

Founded in 1937, the Solomon R. Guggenheim Foundation is dedicated to promoting the understanding and appreciation of art, architecture, and other manifestations of visual culture, primarily of the modern and contemporary periods. The Guggenheim realizes this mission through exceptional exhibitions, education programs, research initiatives, and publications. The Guggenheim strives to engage and educate an increasingly diverse international audience through its unique network of museums and partnerships. With nearly three million annual visitors worldwide, the Guggenheim and its network is one of the most visited cultural institutions in the world.

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### Supervisory Responsibilities:

- Assist with supervision of one to two interns.

### Key Responsibilities:

- With the support and guidance of the Director of Institutional Development, manage a portfolio of foundation and government donors and prospects with the goal of maintaining and increasing existing levels of giving and generating new sources of support.
- Keep apprised of the Museum's activities and match these activities with foundation and government grant opportunities, focusing in particular on education, general operations, and capital project funding. Assist with endowment giving and other fundraising efforts as relevant/assigned.
- Conduct prospect identification, research, and analysis; prepare and submit quality proposals and reports in a timely manner; provide effective and ongoing stewardship of current funders.
- Maintain up-to-date correspondence, research, and database files; ensure regular communication with current and prospective funders.
- Work collaboratively as a key member of the Institutional Development team (Director, Associate Director, Coordinator) and as part of the larger Development Department. Maintain a particularly strong working relationship with the Education Department, and work closely with Finance, Legal, and other departments.

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- Communicate effectively with program staff and trustees from foundations and government agencies.
- Represent the Museum at internal and external meetings, as well as site visits, exhibition openings, and other events/receptions.
- Some administrative duties as relevant to foundation and government fundraising efforts.

## Qualifications and Requirements:

- Bachelor's degree required, master's degree a plus. Degrees in arts administration, arts education, art history, or museum studies preferred; English, journalism, or other related disciplines with a heavy focus on writing also given very strong consideration.
- Minimum of four to five years development experience, preferably with a cultural institution. Education and capital project fundraising experience preferable.
- Superior writing skills, adherence to very high standards for presentation of proposal/report materials; consistent attention to detail; strong organizational skills; and ability to prioritize, multitask, and meet deadlines.
- Familiarity with local, regional, and national foundation and government funding sources.
- Must have demonstrated ability to manage multiple projects, set goals, and develop effective strategies for meeting those goals.
- Ability to work collaboratively and form solid relationships with internal and external constituents.
- Equally adept with identification, cultivation, written solicitation, and stewardship of foundation and government funders.
- Proficient with Microsoft Word and Excel, strong preference toward experienced Raiser's Edge users.

The Guggenheim offers a competitive salary and excellent medical, dental, life, disability, and retirement plan coverage. Our staff also enjoys generous vacation, sick leave and personal days, access to a variety of cultural institutions, discounts to museum stores, and a stimulating and collegial work environment.

Qualified applicants please send your resume and cover letter, including salary expectations, to [employment@guggenheim.org](mailto:employment@guggenheim.org). Indicate the job title "Manager of Institutional Development" in the subject line.

The Solomon R. Guggenheim Foundation is an equal opportunity employer.