
Job Title	Director of Development
PVN ID	CC-2505-006866
Category	Managerial and Professional
Location	The CITY COLLEGE of NEW YORK
Department	CUNY Dominican Studies Institute
Status	Part Time
Hourly Rate	\$90.16-\$96.16
Hour(s) a Week	10.00-19.00
Closing Date	Jul 27, 2025 (Or Until Filled)

General Description

For over 175 years, The City College of New York has provided access to excellence in education. The Office of Institutional Advancement, Communications & External Affairs drives fund development, donor stewardship, alumni engagement, and strategic marketing to support CCNY's mission. The team also leads government affairs, event programming, and entrepreneurship initiatives. Partnering with leadership, we enhance the College's public presence and commitment to social mobility while advancing faculty research and creative work.

The CUNY Dominican Studies Institute (CUNY DSI) is leading the creation of the world's first Dominican Museum outside of the Dominican Republic. Located in the heart of New York City, this transformative project will celebrate Dominican heritage, art, and history. We are seeking a dynamic, highly experienced Fundraising Officer to spearhead our fundraising efforts and ensure the museum's financial sustainability and growth.

Position Summary:

The Director of Development will be responsible for designing and implementing comprehensive fundraising strategies to support both the establishment and long-term operations of the Dominican Museum. This role will focus on cultivating relationships with donors, securing major gifts, fostering corporate sponsorships, and identifying grant opportunities. The candidate will establish ambitious yet achievable fundraising targets for both a capital campaign and annual operating funds. Additionally, this position will report directly to the Museum Director and collaborate closely with an advisory or fiduciary board to align fundraising initiatives with our strategic vision.

Other Duties

Fundraising Strategy and Execution:

- Develop and implement a robust fundraising plan aligned with the museum's mission and goals.

- Identify and prioritize funding opportunities, including individual donors, foundations, corporations, and government grants.
- Establish ambitious yet achievable fundraising targets, including clearly defined goals for the capital campaign and annual operating funds.
- Define and meet specific fundraising targets, including an initial capital campaign goal of approximately \$10 million to fund the museum's opening, and securing annual operating funds in the range of \$1-2 million.

Donor Cultivation and Stewardship:

- Build and maintain relationships with major donors, corporate sponsors, and philanthropic foundations.
- Organize donor engagement events, tours, and exclusive previews to deepen connections to the museum.
- Create tailored proposals, presentations, and acknowledgment materials for donor prospects.

Corporate and Institutional Partnerships:

- Secure corporate sponsorships and in-kind donations to support museum programs, exhibitions, and events.
- Collaborate with institutional partners to foster mutually beneficial relationships.

Campaign Development:

- Lead capital campaigns to support the museum's construction, exhibits, and endowment fund, with clearly defined fundraising targets.
- Coordinate campaign committees, track progress, and provide regular updates to stakeholders.

Community and Public Engagement:

- Serve as an ambassador for the museum, representing it at public and private events.
- Collaborate with the museum's leadership to raise awareness and build a network of supporters.

Administrative and Reporting Duties:

- Maintain accurate donor records and fundraising databases.
- Collaborate with a dedicated administrative support team responsible for gift processing, event coordination, and donor database management.
- Provide regular reports on fundraising progress and strategies to leadership.
- Ensure compliance with all ethical and legal fundraising practices.

Qualifications

Education:

- Bachelor's degree in nonprofit management, arts administration, business, or a related field; Master's degree preferred.

Experience:

- A minimum of 7 years of professional experience in fundraising, with at least 4 years in a supervisory role.
- At least 3 years focused on museums or cultural institutions preferred.
- Demonstrated success in securing major gifts, corporate sponsorships, and government or foundation grants.
- Proven experience leading capital campaigns and donor cultivation initiatives.
- Familiarity with fundraising databases and CRM systems (e.g., Raiser's Edge, Salesforce).
- Strong understanding of fundraising laws, ethical practices, and donor stewardship principles.

Skills:

- Exceptional communication and interpersonal skills, with the ability to engage and inspire diverse stakeholders.
- Strategic thinking with the ability to set and achieve ambitious fundraising goals.
- Strong organizational and project management skills.
- Proficiency in grant writing and developing compelling proposals.
- Passion for cultural heritage and the arts, with a commitment to advancing the Dominican Museum's mission.

Compensation:

This part-time position offers maximum of 19 hours per week at a rate of \$96.16 per hour, which is equivalent to an annual salary of \$95,006.08.