



NEW EMPLOYMENT OPPORTUNITIES

Please apply directly to elizabeth@vanderbiltmuseum.org

DIRECTOR OF DEVELOPMENT

Reports To: Executive Director

Status: Full-Time, Exempt

Salary: \$90,000

Hours: 9 AM - 5 PM, IN PERSON

About the Suffolk County Vanderbilt Museum

The Suffolk County Vanderbilt Museum is one of Long Island's premier cultural institutions, encompassing William K. Vanderbilt II's historic estate, mansion, marine museum, natural history collections, planetarium, and educational campus. Serving nearly 200,000 visitors annually, the Museum inspires curiosity through history, science, astronomy, marine studies, and cultural programming while preserving an extraordinary historic estate and collections for future generations.

Position Summary

The Director of Development serves as the Museum's chief fundraising professional and is responsible for planning, implementing, and growing a comprehensive development program that advances the Museum's mission and long-term financial sustainability.

This is a hands-on leadership position requiring an energetic relationship builder who enjoys cultivating donors, securing grants, developing corporate partnerships, and expanding philanthropic support. The Director of Development works closely with the Executive Director, Board of Trustees, volunteers, and community leaders to strengthen a culture of philanthropy throughout the organization.

Essential Responsibilities

Individual Giving

- Develop and implement annual fundraising strategies.
- Cultivate, solicit, and steward individual donors at all giving levels.
- Manage a portfolio of major donor prospects.
- Expand annual giving and recurring donor programs.
- Coordinate donor recognition and stewardship activities.

Corporate Sponsorships, and Foundation, and Government Grants

- Identify and cultivate corporate partners and sponsors.
- Secure sponsorships for exhibitions, educational programs, special events, and capital initiatives.
- Develop customized sponsorship proposals and benefits.
- Research foundation, corporate, and government funding opportunities.
- Prepare compelling grant proposals and reports.
- Manage grant deadlines, reporting, and compliance requirements.
- Build and maintain relationships with foundation and government funders.

Special Events

- Lead fundraising strategy for the Museum's annual benefit and other fundraising events.
- Work collaboratively with staff, volunteers, committees, sponsors, and community partners.
- Identify opportunities to expand fundraising and donor engagement through special events.

Planned Giving

- Assist in growing legacy and planned giving initiatives.
- Promote charitable estate planning opportunities.
- Cultivate and steward existing and prospective legacy donors.

Donor Database and Development Operations

- Maintain accurate and confidential donor and prospect records.
- Oversee gift processing, acknowledgments, and donor correspondence.
- Analyze fundraising performance and donor trends.
- Prepare monthly and annual fundraising reports.

Qualifications

- Bachelor's degree required; Master's degree preferred.
- Five or more years of progressively responsible nonprofit fundraising experience.
- Demonstrated success securing major gifts, grants, sponsorships, and annual fund support.
- Exceptional written, verbal, and interpersonal communication skills.
- Strong organizational, project management, and follow-through abilities.
- Experience with donor database systems and fundraising software.
- Ability to work occasional evenings and weekends for donor cultivation and Museum events.
- Passion for museums, education, history, science, and cultural organizations is highly desirable.

Preferred Experience

- Museum, cultural institution, higher education, conservation, or nonprofit fundraising experience.
- Strong grant writing experience.
- Experience working with volunteer leadership and governing boards.
- Knowledge of planned giving principles.
- Familiarity with donor management systems such as Bloomerang, Blackbaud, Raiser's Edge, DonorPerfect, or similar platforms.

Desired Characteristics

- A confident and engaging relationship builder.
- Entrepreneurial, resourceful, and self-motivated.
- Strategic yet willing to be hands-on in all aspects of development.
- Professional, collaborative, discreet, and highly ethical.
- Comfortable engaging with donors, board members, community leaders, staff, and volunteers.
- Passionate about preserving history and expanding educational and cultural opportunities for future generations.

Equal Opportunity Employer

The Suffolk County Vanderbilt Museum is an Equal Opportunity Employer and welcomes candidates from all backgrounds who are committed to advancing our mission through excellence, integrity, and service.

Smoking is prohibited on Suffolk County property.