



## **Position:** Fundraising Manager

MAC (Museum Arts Culture Access Consortium) is seeking a part-time fundraising manager to lead the fundraising efforts of the organization. These fundraising efforts include seeking funding from government, foundation, and corporate sources, as well as developing an individual giving plan. The funds raised will support MAC's efforts to increase accessibility in New York City's cultural institutions through connecting, education, and advocacy.

As a member of MAC's team, the Fundraising Manager will report to the Co-Chairs of MAC's Advisory Board. This role will be supported by the Fundraising & Finance Chair, the Treasurer, and the Fundraising & Finance committee. MAC is a growing organization and recently moved from an all-volunteer Steering Committee to an Advisory Board and committee structure. Without a physical space or standardized working hours, a majority of convening takes place virtually, with contributors working in flexible ways. We hope working this way provides access for disabled workers and cultural workers holding full-time roles.

Responsibilities include but are not limited to:

- Research prospective grant opportunities aligned with MAC's mission, programs, and strategic plan goals.
- Oversee and execute the grant application processes and reporting inclusive of drafting narratives for proposals, collating supplemental materials, creating budget documents, and submitting applications.
- Maintain an up-to-date grant tracker, aligning MAC's Advisory Board on opportunities and status of submissions.
- Implement an individual giving plan in collaboration with the Fundraising & Finance committee.
- Cultivate meaningful relationships with institutional and individual donors.
- Collaborate with the Communications committee to share fundraising messages with MAC's audience, and current / potential donors.
- Utilize a CRM system to track donations, create mailing lists, and run reports.
- Serve as Museum, Arts and Culture Access Consortium leadership and attend Advisory Board meetings once / month.
- Create a special events strategy in the years to come.

Ideal candidate will have:

- Proven experience in institutional and individual fundraising, or comparable experience in writing, relationship building, or other fundraising tactics.



- Demonstrated passion for inclusion and equity in arts accessibility
- Working knowledge of philanthropic organizations, ideally among the disability and arts and culture fields.
- Exceptional written communication and relationship management skills
- Strong project management skills including scheduling meetings, documentation, and coordination.
- Independent and self-motivated worker, with ability to set individual goals, while working remotely
- Strong skills in collaboration with a wide range of stakeholders

Rate of Pay: \$40-\$45/hour

Approximate Hour per Week: 16 hours

Applications Due: September 9, 2024

Estimated Start Date: October 1, 2024

Candidates with disabilities, individuals who speak multiple languages, and people of color are highly encouraged to apply.

Museum, Arts and Culture Access Consortium (MAC) is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The majority of the administrative work will be completed remotely however, there will be in person events, meetings, and engagements. MAC cannot, at this time, support candidates' travel expenses (out-of-town conferences withstanding). Familiarity with the NYC cultural and disability sectors is strongly preferred.

**Application Process:**

Application Link: [Fundraising Manager Application](#)

Send a cover letter, resume, and up to 2 page writing sample. The sample can be a grant you've applied to and/or reported on, an acknowledgment letter to a donor, or any communication that is fundraising related. Feel free to use an excerpt from something that you've already completed.

If you prefer to submit your application in another format that is more accessible to you (video, phone call, etc.), or would like to communicate any accommodation to ease the process, please contact [treasurer@macaccess.org](mailto:treasurer@macaccess.org).