

Fundraising and Events Manager

Status: Full-time, Exempt

Reports to: Chief Advancement Officer

The Statue of Liberty-Ellis Island Foundation seeks a full-time Fundraising Manager.

The non-profit Foundation, one of the most successful public-private partnerships in the country, is embarking on a new chapter. The Foundation, which partners with the National Park Service, has fundraised and overseen the restoration of Lady Liberty, the creation of the Ellis Island National Museum of Immigration, the establishment of the free 65-million-record Passenger Search database, and the construction of the new Statue of Liberty Museum. With [new leadership](#) following the retirement of its founding CEO, the Foundation seeks to build on its track record of success.

This is a chance to join a highly successful Advancement Team as it grows its efforts into new areas. Working for the Chief Advancement Officer as part of a small but growing team, the Manager will help the Foundation staff and [illustrious Board](#) to diversify its fundraising approaches. The Manager will contribute significantly to planning events, research prospects, and cultivating a small portfolio of donors.

Responsibilities

- Develop, plan, and execute events, including the [Statue of Liberty-Ellis Island Awards](#) ceremony and new efforts such a fundraising gala and donor cultivation events. Manage event consultants and contractors, maintain budgets, and assure seamless execution.
- Analyze historical revenue and donor trends, and research prospects.
- Support the development and formalization of fundraising efforts, including foundation/grant program, donor stewardship, and corporate engagement.
- Cultivate a small portfolio of annual supporters to increase giving.
- Collaborate with Advancement Team on consistency of outreach efforts across Direct Response Program, donor messaging, and owned media channels.
- Participate in the formulation of departmental goal setting.
- Support direct response and upcoming capital campaign, as requested.

Qualifications

- Bachelor's degree.
- 3+years of experience in non-profit fundraising, particularly with event management.
- Passionate about the Foundation's mission and the areas of immigration, genealogy, historic preservation, and parks.

Skills

- Excellent written and verbal communication skills
- Confidence and composure necessary for working with contractors, partners, and donors
- Excellent at multi-tasking and prioritization to meet deadlines
- Comfort working both collaboratively and independently
- Highly proficient with Microsoft Office and with using fundraising databases/CRM.
- Familiarity with Wealth Engine, Cause IQ, Candid (formally Foundation Center)

Logistics

- This is a full-time position with full benefits.
- The work hours are generally Monday through Friday, 9am to 5pm, but flexibility is required for weekend and holiday hours.
- Generally this position will work from the Foundation's offices (17 Battery Place), though 1-3 days/week of remote work may be possible.

Application process

- Please email one-page cover letter and resume to: careers@libertyellisfoundation.org with the job title in the subject line. Each file name should begin with the applicant's last name.
- Candidates are encouraged to apply soon, as applications will be reviewed on a rolling basis.
- No phone calls, please.

About The Statue of Liberty-Ellis Island Foundation (www.LibertyEllisFoundation.org)

The Statue of Liberty-Ellis Island Foundation is a non-profit that collaborates with the National Park Service in one of America's most successful public-private partnerships. The Foundation was established in 1982 when President Ronald Reagan asked Lee Iacocca to raise private funds for the historic restoration of the Statue of Liberty and Ellis Island. Among its major initiatives, the Foundation has created the Ellis Island National Museum of Immigration, developed the free 65-million-record Ellis Island Passenger Database, constructed the Statue of Liberty Museum, and funded over 200 additional projects at the islands. Follow the Foundation @StatueEllisFdn

The Statue of Liberty-Ellis Island Foundation is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.