



Associate Director of Fundraising Operations

Status: Full-time, Exempt

Reports to: Chief Advancement Officer

The Statue of Liberty-Ellis Island Foundation seeks a full-time, exempt Associate Director of Fundraising Operations. This is a chance to join one of the most successful public-private partnerships in the country and help the Foundation as it advances several major strategic initiatives.

Responsibilities

- Oversee daily operations of Fundraising Department, in partnership with CAO
 - Supervise and mentor 2-3 staff members.
 - Work with CAO to prepare and track departmental fundraising plans and annual budget
 - Help identify and plan new fundraising strategies.
 - Provide strategic counsel and support to direct response and online marketing efforts.
 - Oversee seamless internal operations and outsourced caging vendor. Assure prompt, high-quality service for donors and customers of the Foundation, including inscribers on the American Immigrant Wall of Honor.
 - Oversee expanded grant/foundation relations and fundraising/cultivation event efforts (e.g., [Statue of Liberty-Ellis Island Awards](#)).
- Partner with IT and consultants on the database transition to Salesforce ecosystem and oversee effort to scrub donor data.
- Collaborate with the Director of Public Affairs to assure alignment of messages between direct response, earned and owned media.
- Collaborate with Ellis-based staff to ensure the success of fundraising events and other initiatives.
- Serve as point of contact for corporate and other inquiries concerning potential collaboration.
- Support the CAO and CEO in current capital campaign, as needed.

Skills and Qualifications

- Bachelor's degree or equivalent required.
- 5-7 years of fundraising experience, including at least 2 years of supervisory experience. Experience with direct response marketing, database conversions, fundraising events, preferred.
- Skilled with MS Excel and fundraising databases (especially Salesforce). Experience with ad platforms, report/query writing, and email marketing tools preferred.
- Excellent written and verbal communication skills.
- Results-driven, collaborative, detail-oriented, positive, and calm under pressure.
- Passionate about the Foundation's mission and the areas of immigration, historic preservation, genealogy, and parks.

Logistics

- This is a full-time position with generous benefits.
- This position pays \$91,000 - \$114,000 annually.
- The work hours are generally Monday through Friday, 9am to 5pm, but flexibility is required for occasional evening or weekend hours.
- This position will generally work from the Foundation's offices, though 1-2 days/week of remote work may be possible.
- New hires must be in-compliance with the Foundation's COVID-19 Mandatory Vaccination Policy as of their first day of work. This policy requires employees to have received the COVID-



19 vaccination (including boosters, when recommended), unless a reasonable accommodation is approved.

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.
- 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. In 1982, President Ronald Reagan asked Lee Iacocca to raise private funds for the historic restoration of the Statue of Liberty and Ellis Island. The Foundation has since created the museum on Ellis Island, developed the free 65-million-record Ellis Island Passenger Database, constructed the Statue of Liberty Museum, maintained museum exhibits, and funded over 200 additional projects on the islands. Follow the Foundation

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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.