

Development Manager, Office of the Chief Development Officer

Posted Date: May 2026
Start Date: ASAP
Title: Development Manager, Office of the CDO
Department: Development
Reports to: Chief Development Officer
FSLA Status: Exempt
Schedule: Full-time

The Jewish Museum:

The Jewish Museum is an art museum committed to illuminating the complexity and vibrancy of Jewish culture for a global audience. Through distinctive exhibitions and programs that present the work of diverse artists and thinkers, the Museum shares ideas, provokes dialogue, and promotes understanding. The Jewish Museum maintains a unique collection of nearly 30,000 works of art, ceremonial objects, and media reflecting the global Jewish experience. Located on New York City's Museum Mile, in the landmarked Warburg mansion, the Museum plays an important role among cultural institutions, challenging all forms of bigotry and discrimination and promoting understanding among diverse audiences. The Jewish Museum invites applicants of all backgrounds to consider joining the Museum in its work. For more information, please visit www.TheJewishMuseum.org

The Position:

The Development Manager, Office of the Chief Development Officer, serves as a key member of the CDO's core team, providing daily, high-level management of the CDO's office, project management across a range of areas, and coordination on behalf of the CDO throughout the Museum and with a range of external stakeholders.

Responsibilities Include:

- Serve as the Chief Development Officer's primary resource on operational responsibilities ranging from daily office management to complex project management and operationalizing medium and long-term strategic plans.
- Exercise judgement in managing a variety of daily and seasonal office tasks and projects in support of the Chief Development Officer, including, but not limited to, organizing the CDO's portfolio, preparing materials for high-level and donor meetings, organizing and managing meetings, managing correspondence, and other tasks as assigned



- Translate broad directives from the Chief Development Officer into actionable tasks; centrally coordinate projects arising in the CDO's office and provide direction and leadership to other project team members
- Serve as the primary liaison between the Chief Development Officer & Deputy Chief Development Officer and the Museum's Board of Trustees and Committees of the Board
- Readily top-line workflows and progress reports to provide the Chief Development Officer with informed advice and recommendations at the strategy level
- Represent the Museum and interact with all levels of the organization and external stakeholders to advance the objectives of the Department
- Other duties as assigned

Requirements:

- At least 2 years of progressive experience in a high-profile and fast-paced fundraising environment
- Exceptional written and oral communications skills, reflecting clear, critical, and creative thinking
- Strong background in fundraising administration, including development office management
- Experience with project management from ideation to evaluation, including experience working on budgets and providing tracking/oversight for project deliverables
- Immaculately organized with strong attention to detail
- Ability to efficiently, creatively, and effectively operationalize broad directives while working in both highly independent and highly collaborative workflows
- Ability to prioritize tasks and manage multiple projects under pressure of deadlines
- B.A./B.S. degree, preferably in business, the arts & humanities, or a related area of study
- Proficiency in MSOffice and GSuite programs, especially MS Excel, and constituent relationship management softwares, ideally Salesforce or related program
- All Development Department colleagues participate in special events, entailing some evening and weekend hours

Salary for Position: \$72,000 – 75,000

Send Resume with Cover Letter To:

**Director, Human Resources
The Jewish Museum
1109 Fifth Avenue
New York, NY 10128
Email: jobs@thejm.org**



The Jewish Museum is committed to diversifying its staff and encourages individuals of all ethnic, racial, and religious backgrounds to apply for this position. The Museum is an equal opportunity employer and does not discriminate on the basis of any protected characteristic prohibited by applicable law.

This is a unionized position with covered employees represented by Local 2110, UAW, AFL-CIO.

