MANAGER OF CORPORATE & FOUNDATION RELATIONS
The Long Island Museum
Stony Brook, NY

Full-time, 28 hours per week
Tuesday - Friday, 9:00 AM - 5:00 PM
Salary commensurate with experience
Position will remain open until filled

Serving as a key member of LIM’s dynamic Advancement team, the incumbent will work across multiple departments to manage all aspects of the Museum’s Grants and Corporate & Foundation Relations program. They will participate in the development of short and long range planning for the department, initiate proposals for exhibitions, education and special programs, and maintain the Museum’s gifts-in-kind program. They will be responsible for maintaining the calendar of all grants and corporate and foundation proposals, expanding support to include new sources of public and private funding, and working cooperatively and productively to fulfill the institution’s goals and objectives. They will attend/assist with Museum functions as needed and appropriate. Knowledge of Raiser’s Edge, DonorSearch, and Foundation Directory required. For additional information or to submit a cover letter and resume, please contact Anna Gass, Human Resources Administrator at 1200 Route 25A, Stony Brook, NY 11790. agass@longislandmuseum.org, Fax: 631.751.0353.