

Position: Senior Advancement Manager

Long Island Children's Museum (LICM)

Reports To: Director of Advancement

FLSA Classification: Exempt



Position Summary

Long Island Children's Museum (LICM) is seeking an energetic, organized, and relationship-driven **Senior Advancement Manager** to help grow philanthropic support for one of Long Island's most beloved cultural institutions. Reporting to the Director of Advancement, this position supports fundraising campaigns, donor engagement, corporate and community partnerships, fundraising events, sponsorship activation, CRM management, and advancement operations. Working collaboratively across the Museum, the Senior Advancement Manager helps inspire generosity that expands access to play-based learning experiences for children and families.

Essential Responsibilities

Fundraising & Donor Engagement

- Support annual fundraising campaigns, donor stewardship, and engagement initiatives.
- Identify, cultivate, and steward individual, corporate, and community supporters.
- Prepare thoughtful and timely donor communications, impact reports, sponsorship materials, and website content.
- Help grow donor acquisition, retention, and engagement through meaningful outreach.
- Manage annual calendar of fundraising events, as well as community and corporate partnership activations

Partnerships, Events & Collaboration

- Build and steward corporate and community partnerships.
- Partner with internal teams to activate sponsorship benefits and corporate volunteers for exhibits, programs, and events.
- Support fundraising events, donor experiences, and stewardship activities, including the annual Cupcakes & Cocktails Gala.
- Represent LICM at community events and cultivate relationships with external partners.

Data & Digital Engagement

- Manage sensitive donor and sponsor information in the Museum's database, ensuring data accuracy, timeliness, and integrity.
- Generate reports, dashboards, mailing lists, statistics, and fundraising analytics.
- Maintain Advancement content on the Museum website.
- Collaborate with Marketing & Communications on digital fundraising and donor communications.

Qualifications

- A bachelor's degree is required.
- Three to five years of experience in fundraising, nonprofit advancement, marketing, communications, partnership development, or a related field.
- Experience managing fundraising activities, partnerships, or donor engagement.
- Proficiency with CRM systems, Microsoft Office, and website content management systems.
- Strong project management, organizational, and communication skills.
- Passion for education, community engagement, and the **power of play**.

Core Competencies

- Strong communicator with the ability to build authentic relationships across diverse audiences.
- A collaborative, customer-service mindset who enjoys finding innovative solutions.
- Exceptionally organized, detail-oriented, and able to manage multiple priorities and timelines.
- Professional judgement, discretion, and integrity.
- Able to work independently while thriving as part of a collaborative team.
- Skilled in CRM management, data analysis, and project coordination.
- Creative, proactive, and solutions-oriented.

Working Conditions

- Occasional evening and weekend work required to support fundraising events and Museum activities.
- Ability to attend off-site meetings, community events, and partner visits throughout Long Island.
- Hybrid work schedule may be available based on organizational needs.

Salary Range

\$66,000–\$75,000 annually

Benefits

Comprehensive benefits package including medical, paid time off, retirement plan options, and professional development opportunities, and the chance to work alongside a passionate team dedicated to inspiring children and families through the “power of play”.

To Apply

Please send a resume and cover letter to resumes@licm.org. Include **SENIOR ADVANCEMENT MANAGER** in the subject. Review of applications will begin immediately, so early applications are encouraged. The cover letter should be responsive to LICM's mission and values, as well as the responsibilities and qualifications outlined in the position profile. For more information about Long Island Children’s Museum, visit www.licm.org or follow on Instagram, Facebook, LinkedIn, and YouTube.

The Long Island Children’s Museum is an Equal Opportunity Employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.