



# VICE PRESIDENT, MAJOR & INSTITUTIONAL GIVING

**ByalaSearch LLC** is pleased to announce that our firm has been retained by the 9/11 Memorial & Museum to identify candidates for the position of Vice President, Major & Institutional Giving.

## ABOUT THE 9/11 MEMORIAL & MUSEUM

The 9/11 Memorial & Museum is the country's principal institution concerned with exploring 9/11, documenting its impact, and examining its continuing significance. This mission is advanced through commemoration, education, and inspiration. Located on eight of the 16 acres of the World Trade Center site, the 9/11 Memorial & Museum remembers the 2,983 victims killed on September 11, 2001, and February 26, 1993, as well as honors those who risked their lives to save others and all who demonstrated extraordinary compassion in the aftermath of the attacks. Through exhibitions, a wide variety of programs, and commemorative events, the 9/11 Memorial & Museum seeks to educate the public – particularly the 100 million Americans born since the attacks or those too young to remember – about the consequences of terrorism and its impact on individuals and communities. Through preserving and sharing stories of resilience, compassion, and service, the 9/11 Memorial & Museum hopes to inspire individuals to build a more compassionate and secure world.

## PRIMARY FUNCTION

The VP, Major & Institutional Giving reports directly to the EVP, Chief Advancement & Communications Officer, working to secure six- and seven-figure gifts in support of the 9/11 Memorial & Museum. The position will focus heavily on cultivating a new and sustained community of donors known for traditional



support of cultural/historical institutions, service organizations, New York City-based partnerships, and other like nonprofits. Partnering with other Institutional Advancement team members, the VP will lead efforts to develop and implement a formalized outreach, engagement, and stewardship strategy that expands the existing universe of patrons, with a multi-year focus on rising philanthropists willing to support core Museum programs, as well as initiatives planned for the milestone 25th anniversary of 9/11 in 2026. In collaboration with the Chief Advancement & Communications Officer, the role will also strategically engage the president and CEO and select members of the Board of Trustees in furtherance of annual and long-range private fundraising goals.

The VP manages a staff of 4, including foundation and individual giving fundraisers, and serves as a senior member of a dynamic, 25-person Institutional Advancement team. The team collectively raises \$10-12 million annually and will contribute to an ongoing \$25 million campaign to increase and diversify revenue sources and scale mission impact. The placement is a lead voice in comprehensive fundraising efforts that equip the organization to reach the more than 100 million Americans too young to remember 9/11, in the classroom and in the workplace, and through all forms of.

### **Role and Responsibilities**

- Create and manage a multi-faceted strategy for research, identification, and cultivation of new and existing prospects for major and principal gifts for a burgeoning major giving program.
- Build a culture of individual philanthropy by cultivating and stewarding major donors to secure six and seven-figure gifts.
- Collaborate with the Membership & Annual Giving and Corporate Membership teams to effectively provide a comprehensive and unified donor experience and navigate potential overlap of funders building upon existing support.
- Supervise donor stewardship and solicitation efforts, including through regular contact, appreciation events, premium tours, and accommodation of special requests.

- Participate in key, organization-wide dialogues to fully integrate fundraising needs and opportunities across all departments, including the 25th anniversary campaign.
- Create a road map that identifies prospects with the capacity to give at the major and principal gift levels, establishing a program for them to increase their giving.
- Include these Major Donors in the 25th Anniversary Campaign that is raising \$25 million in support of programmatic expansion for 9/11/26.
- Over time, build an individual and institutional donor base with six and seven-figure capacity from a \$1.5 million to \$5 million program.
- On an annual basis, develop budget-related revenue and expense projections and subsequently measure and report actual performance during the year.
- Lead tours of the 9/11 Memorial & Museum with prospective/existing donors as well as regularly allocate time to be out of the office at off-site meetings and events.
- Provide staff support to the annual 9/11 Memorial & Museum 5K Run/Walk and the 9/11 Anniversary Commemoration and assist with other special projects and events in support of the 9/11 Memorial & Museum, as assigned.

## POSITION DESCRIPTION

### **Ideal Skills and Experience:**

- Bachelor's Degree required.
- A minimum of 10-12 years of successful front-line fundraising at a cultural institution or relevant non-profit organization.



- Experience soliciting major and trustee donors, managing major and institutional gifts programs and demonstrated track record of securing six-figure gifts. Knowledge of and experience with planned gifts.
- Ability to work with a national donor base with a particular emphasis on the New York City and Tri-state area.
- Ability to persuasively communicate and articulate the mission of the 9/11 Memorial & Museum to internal and external audiences, including via individual donor meetings and VIP tours.
- Team player with experience managing staff, who exhibits sound judgment in communication style and overall approach with staff and internal and external stakeholders.
- Excellent written and oral communication skills.
- Strong computer skills; experience with Salesforce, iWave, and Wealth Engine preferred.

**Critical Competencies for Success:**

- Track record of soliciting major and principal gifts and moving individual and institutional donors along the giving continuum within a matrixed environment.
- Ability to work collaboratively across a fundraising department and institution to build processes and communication to steward donors from annual to major and principal giving.
- Familiarity with the fundraising continuum, including planned giving, corporate, foundation and government funding priorities and cycles.
- History of leading and creating the strategy and organization-wide culture of individual philanthropy.



#### **Other Characteristics:**

The successful candidate will be passionate about the mission of the 9/11 Memorial & Museum and value how fundraising contributes to that mission. The placement will be a seasoned professional, capable of proactively developing and articulating strategies and working in a fast-paced environment, maintaining flexibility and a sense of urgency. The ideal candidate will be organized and entrepreneurial, able to work with senior management as well as establish and manage a collaborative team, to enable staff to perform at the highest level to achieve the best possible outcomes. The candidate must possess the maturity, poise, and sophistication to represent the 9/11 Memorial & Museum with sensitivity, passion and authority, communicating the organization's mission and activities, while modeling best practices for a team and managing complex relationships with a broad pool of current donors. Relationship management abilities, communications skills, project management experience and a collaborative work style are essential to the Vice President, Major & Institutional Giving.

*The National September 11 Memorial & Museum (9/11 Memorial & Museum) is an equal opportunity employer. Applicants who meet the qualification requirements of the role will receive consideration without regard to their race, color, religion, sex, sexual orientation, age, national origin, disability, status as a protected veteran, or any other characteristic protected by applicable law. The 9/11 Memorial & Museum endeavors to make reasonable accommodations for applicants with disabilities and other accommodation needs under applicable law. If you are an individual with a legally recognized accommodation need and require assistance during the application process, please contact Ronni Cantor at [careers@911memorial.org](mailto:careers@911memorial.org) with your specific accommodation request.*

*The 9/11 Memorial & Museum is committed to an organizational culture that supports and reinforces our institutional values including our commitment to inclusive representation. We are committed to reflecting the unique experiences of the nearly 3,000 victims who were killed indiscriminately in the 1993 and 2001*



*terrorist attacks and the wider communities impacted in lower Manhattan, at the Pentagon, and near Shanksville, PA.*

## COMPENSATION

This is a full-time exempt position available immediately, with a salary range of \$165,000 – \$175,000.

## WORK ENVIRONMENT

Hybrid with three days per week in office. Wednesdays required.

## KINDLY SEND NOMINATIONS OR EXPRESSIONS OF INTEREST TO:

Lisa Byala

Principal, ByalaSearch LLC

911mmvpmig@byalasearch.com

T: (646) 898–2093

[www.byalasearch.com](http://www.byalasearch.com)

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