



## Development Manager

Brooklyn Based. Full-time salaried position.

### POSITION OVERVIEW

As MICRO's Development Manager, you will be activating MICRO's fundraising and development initiatives in coordination with MICRO's senior staff to build the future of museums and public spaces.

From running conversations with MICRO's diverse partners to ensure high-touch responses to writing and proofreading grants, proposals, and partnership materials, you're a highly organized Jill, Jack, or Jungle Cat. You have excellent written skills, rapid but strategic email responses, a flair for calendars and a keen attention to detail.

We're looking for someone personable and articulate; a talented communicator with experience across written materials and an evident passion for what MICRO is building.

This position will suit someone with a lot of drive. We're a small team, and you'll be excited to work on diverse tasks. You'll be working closely with MICRO's senior staff, and will be able to manage their inboxes and calendars to ensure that their time is being used strategically towards fundraising efforts.

This is a full-time position based in MICRO's Bushwick HQ. Salary is commensurate with experience.

MICRO's museums are for all kinds of visitors. Our team includes all kinds of people. As we grow, we are excited to build an organization that is welcoming and supportive for people of all races, backgrounds, orientations, religions, and genders. Non-US citizens OK, however MICRO is not able to sponsor visas at this time.



### MICRO

MICRO creates six-foot-tall museums that transform public spaces into interactive learning environments, making world-class museum experiences accessible to all.

We bring together scientists, designers, and storytellers to squeeze a vast, complex world into museums the size of vending machines. Then we replicate the tiny museums and install them in unexpected places like hospital waiting rooms, transit hubs, and the DMV.

### Why MICRO?

Museums are trusted sources of knowledge, but traditional brick and mortar museums are geographically clustered. In NYC, Manhattan has 85 museums. The Bronx has 8. The boroughs have the same population.

The impact museums have is demographically narrow: across America 90% of museum visitors are white, and museum entry is often expensive.

MICRO wants to change that.

MICRO has been called a "storytelling machine." It was awarded the Tribeca Film Institute's 2017 New Media Award, SXSW's 2019 Place by Design Award, and two Editors' Choice Awards at the World Maker Faire.



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### RESPONSIBILITIES

- Support MICRO's development activities, including maintaining professional and strategic email communications with current and prospective funders, as well as CRM tracking with a diverse range of partners from corporate to institutional and philanthropic.
- Project manage MICRO's internal and external development schedules and calendars.
- Research and compile data for grants, leads, documents and presentations.
- Expand and deepen relationships with corporate and institutional prospects and partners, foundations, and develop MICRO's network of individual donors.
- Work closely with MICRO's senior staff to manage their development-related calendars, email communications and meetings, anticipating needs and balancing priorities.
- Write and proofread emails, grants, proposals, and donor materials.
- Track program delivery and write reports for MICRO's partners.
- Design and build programmatic budgets for grant applications and reports.
- Iterate on and maintain MICRO's development filing and organizational structures.

### QUALIFICATIONS

- 5+ years experience in a fundraising, development, sales, or executive assistant capacity
- Experience writing and proofreading proposals or grants, preferably with budgetary components
- Demonstrated management experience
- Excellent organizational skills and attention to detail
- Spreadsheet and calendaring experience
- Demonstrated, exceptional written and verbal communication skills, especially over email
- Experience working with senior staff
- G Suite

### BONUS SKILLS

- Experience with CRM
- Light Adobe suite experience
- Experience in start-ups

### PERSONAL ATTRIBUTES

- Ability to adjust to fast-paced change on a small, flexible team
- Excellent communicator, no-ego doer
- Drive to increase access to fundamental knowledge
- Strong team member with great intuition

### THE TEAM

MICRO was founded by a former NASA researcher and a media producer. We have since expanded to include a novelist, an educator, a filmmaker, and a mechanical engineer amongst a variety of other creatives, but at MICRO we all wear many hats. We're a small, close-knit group; a curious, eclectic bunch that is excited to continue growing the team.

### JOIN US!

Send your resume, cover letter, and links to any portfolio work you think we should see to [apply@micro.ooo](mailto:apply@micro.ooo) using the subject line DEVELOPMENT MANAGER: YOUR NAME.

Be sure to mention how you heard about the position!