



myriad
usa

POSITION: Family Philanthropy Manager

REPORTS TO: Director of Family Philanthropy

TIME: Full-time, exempt

LOCATION: New York City (Midtown location) hybrid (remote work available 1-2 days a week). Domestic travel required for this position, up to 15% and including overnight and multi-day trips.

WHO WE ARE

Myriad USA is a 501(c)(3) public charity (formerly known as the King Baudouin Foundation United States) that facilitates thoughtful, effective giving across borders. We work with individuals, families, corporations, and foundations and help them support their favorite causes and organizations overseas. In addition, we partner with foreign nonprofits so they can receive tax-deductible gifts from U.S. donors, while saving the trouble and expense of establishing their own charity in the United States. Myriad USA facilitated more than \$169 million in grants in 2024, providing much-needed funding to hundreds of nonprofits across the globe working in a broad diversity of fields. See www.myriadusa.org.

BRIEF JOB DESCRIPTION

Myriad USA's family philanthropy manager will support the creation and implementation of the annual business development plan focused on reaching individual and family donors via their professional advisors (e.g., community foundations, philanthropic advisors, financial advisors, attorneys, and accountants), as well as foster partner solicitation and donor stewardship efforts. The manager will conduct ongoing, proactive outreach to promote Myriad USA's services and support increased global grantmaking annually.

KEY RESPONSIBILITIES

- Support the director of family philanthropy to create and implement an annual business development plan targeting professional advisors and to achieve team goals.
- Research target audience prospects and conduct personalized, proactive outreach via a variety of methods, including 1:1 networking, conference attendance, and presentations, to convert prospects to partners. Steward existing professional advisor partners to maintain and deepen relationships.
- Represent and promote Myriad USA at conferences, events, and other external settings that may involve current and prospective professional advisor partners and other constituents.
- Create and maintain target audience-related marketing collateral, presentations, conference materials, and online content (e.g., website, social media, e-newsletter), in collaboration with the marketing and communications manager.

- Plan and execute in-person and virtual programs such as conference presentations and advisor-focused webinars; work cross-functionally with colleagues to develop content.
- Identify annual conference sponsor/exhibitor opportunities in alignment with the annual plan and coordinate Myriad USA participation; engage and manage related vendors.
- Support the growth and stewardship of Myriad USA's Legacy Fund program, in collaboration with the regional teams.
- Provide donation support for art and collectible gifts via Myriad ART.
- Manage the creation and ongoing tracking for the annual family philanthropy team budget.
- Contribute to the organization's customer relationship management (CRM) system via prospect research, data entry, and activity tracking.

DESIRED QUALIFICATIONS, SKILLS AND COMPETENCIES

- 2-4 years of experience in business development or fundraising, preferably in a nonprofit or foundation environment; gift planning experience ideal but not required
- Strong relationship development skills with internal and external audiences; experience working with professional advisors (e.g., community foundations, philanthropic advisors, financial advisors, attorneys, and accountants) preferred
- Demonstrated self-starter with an entrepreneurial mindset, who can work independently and self-guide workflow
- Excellent written and oral communication skills; ability to alter communication as needed to suit different audiences
- Comfort and skill with proactive outreach, including cold-calling and in-person approaches
- Strategic thinker with good judgement and a learning/growth mindset
- Strong collaboration, problem-solving, and project management skills
- Ability to work effectively in diverse cultural settings and with international teams
- Enthusiastic about international giving and Myriad USA's mission
- Proficiency in a foreign language is a plus, but not required
- Must have U.S. work authorization

COMPENSATION AND BENEFITS

- Gross annual salary of \$80,000 to \$90,000, depending on experience and qualifications.
- Competitive benefits include health, dental, and vision coverage, FSA, commuter and retirement benefits, paid vacation, and parental leave.

HOW TO APPLY

Please send a cover letter in the body of an email to rebecca@myriadusa.org, with your resume attached and with "Family Philanthropy Manager" in the subject line. Please include your salary expectation and available start date in your cover letter. Preference given to applications received by February 21, 2025. No telephone inquiries, thank you.

Myriad USA is an equal-opportunity employer.