

## **GRANTS MANAGER**

### **Position Description**

Dept: Development	Reports to: Director of Development	Direct Reports: None	
Type: Full-Time	FLSA: Exempt	Date: July 27, 2021	Rev. Date:

#### **POSITION DESCRIPTION**

In collaboration with the Director of Development, the Grants Manager is responsible for the creation and management of a well-coordinated, strategic development plan to cultivate and solicit support from foundations, corporations, and government sources.

#### **ESSENTIAL RESPONSIBILITIES**

- Ability to manage multiple grant related activities simultaneously
- Collaborate with Development staff to establish funding priorities and work closely with various Museum departments to identify and engage potential funders.
- Research and identify sources of support and proactively seek new opportunities to generate new proposals based on guidelines and interests.
- Maintain and strengthen long-term partnerships and existing relationships, and identify new contacts within all three sectors.
- Develop grant proposals based on the museum's operating and program funding needs and as aligned with the criteria of funding agencies.
- Oversee the facilitation of grant proposals, including assembling research, data collection, writing, budget information and supporting materials.
- Serve as lead writer for grants, letters of intent, concept papers, reports, follow-up letters, thank you letters and other grant-related documents as needed.
- Produce and coordinate grant tracking reports for strategic planning and budget management purposes.
- Provide grant editorial assistance and application guidance to project managers.
- Maintain accuracy of donor/prospect tracking systems and database for corporate, foundation, and other constituents, while maintaining confidentiality of donor information.
- Work with Trustees, other volunteers and museum staff to review and implement cultivation and solicitation strategies.
- Assist the Director of Development with other projects as needed.

#### **MINIMUM REQUIREMENTS**

##### **Education and Experience**

- Bachelor's Degree
- Minimum five (5) years' experience, preferably in an arts or cultural organization.

##### **Skills and Abilities**

- Demonstrated record of achievement, including exceptional organizational, interpersonal, and written and verbal communications skills.
- Demonstrated ability in writing proposals for varied audiences.
- Demonstrated knowledge of methods, practices and procedures for obtaining information about the giving programs of corporations and foundations.

- Self-motivation and discipline to regularly set and achieve work goals.
- Excellent organizational, interpersonal and networking skills with large groups as well as with individuals.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Demonstrated ability to take primary responsibility for a diverse number of projects and to complete them in a timely manner with limited supervision.
- Demonstrated record of success in generating significant commitments from corporations and foundations.
- Ability to work collaboratively in a team setting.
- Ability to multi-task and to work with staff at all levels.
- Experience with Microsoft Office Suite and Tessitura preferred.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those a Grants Manager and while performing the essential functions of the role:

While performing the duties of this job, the employee is frequently required to receive oral and written instructions in English and to clearly communicate in English in person, over the telephone, through email and through other electronic means. Employee is required to move about their work area, between galleries and storage areas, ascend and descend stairs; and stand and/or sit for extended periods of time. The employee is occasionally required to lift, drag and/or move up to 15 pounds unassisted. The employee is required to visually or otherwise identify, observe and assess.

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by a Grants Manager. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required to do this role.

### **DISCLAIMER**

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **TO APPLY**

We are a progressive, equal opportunity employer and all candidates are encouraged to apply. You can do so by sending a cover letter (noting the reason for your interest *and your salary requirements*) plus your resume to: [Staffing.Development@wadsworthatheneum.org](mailto:Staffing.Development@wadsworthatheneum.org)

Please note "Grants Manager" in the subject line.