GRANTS MANAGER Job Posting

POSITION DESCRIPTION

In collaboration with the Director of Advancement, 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.

TARGET SALARY: $75,000.00 Annually

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.
• Assist the Director of Advancement 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 communication 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 promptly 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.

WORK SCHEDULE

The work schedule generally is Monday through Friday, 9 a.m. to 5 p.m. However, hours outside of this general work schedule may be necessary to meet the requirements of this position, which could encompass evening hours and weekend work for museum-related events that this position must attend. Remote work is possible for this position at the discretion of the Director of Advancement.

WORKING CONDITIONS

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

Climate-controlled art museum with display galleries, standard offices, café, library/archives, theater, museum shop, and other non-public spaces. Work is performed primarily indoors and occasionally outdoors in lobbies, art display galleries, public and as well as non-public offices and storage areas. Compliance with museum health and safety protocols is required.

While performing the duties of this job, the employee is frequently required to receive oral and written instructions and to clearly communicate in person, over the telephone, through email and through other electronic means. The employee is required to move about their workarea, 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 30 pounds unassisted. The employee is required to visually or otherwise identify, observe and assess.

Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions to the extent the Wadsworth may do so without undue hardship. The term “qualified individual with a disability” means an individual who with or without reasonable accommodation can perform the essential functions of the position.

How to Apply: Email your resume and cover letter to HR@TheWadsworth.org