



GRANT Manager
POSITION DESCRIPTION

DEPARTMENT: DEVELOPMENT
IMMEDIATE SUPERVISOR: Chief Development Officer
STATUS: EXEMPT
HOURS: 40 HRS. /WEEK

POSITION PURPOSE:

The Grant Manager is responsible for overseeing the entire grant cycle – including procurement, writing, implementation, and compliance. The Grant manager will work with the leadership team to determine organizational priority for funding and to engage internal stakeholders in grant application and compliance process. Grant manager will ensure a robust grant pipeline, steward grants and manage internal grant acquisition and fulfillment process. Grant manager will work with CDO and CEO to identify organizational priorities, engage stakeholders and manage compliance. Grant manager will work closely with finance on budgeting for grant funding and compliance.

DUTIES AND RESPONSIBILITIES:

- Fulfill the necessary requirements of various funding bodies to formally seek funding on behalf of the museum;
- Serves as the leader of the grant procurement and implementation process with all internal stakeholders through grant stakeholder kick-off meetings, and quarterly grant compliance meetings
- Working with CDO, creates forecast and grant budget based on operational needs
- Research for new grant opportunities through federal, state and local sources;
- Create and maintain grants calendar of new and prospective funding
- Write grant proposals for foundation and corporate grants and other philanthropic sources;
- Works with internal stakeholders to prepare grant reports for foundation, corporate and government funding sources;
- Prepares and submits proposals and grants; individually or collaboratively as applicable;
- Maintains all grant reporting and files, including government and foundation grants;
- Performs other related duties as required.

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

- Bachelor’s degree in English, Journalism, Communications or Marketing preferred
- 5+ years of grant writing experience (preferred in a non-profit setting)
- Track record of success in securing and stewarding grants from individual foundations, government entities and corporate foundations
- Proficiency in Salesforce or similar database systems preferred
- Project management experience stewarding the lifecycle of grants

- Experience working with and leading cross functional teams
- Experience creating budgets, funding schedules and compliance calendars
- Experience working with a variety of internal and external stakeholders

SKILLS AND ABILITIES

- *Strong leadership and stakeholder engagement skills*
- Exceptional written communication skills
- Excellent research skills
- Ability to understand the needs of the museum and the organization offering grant money
- Being able to understand and help stakeholders execute complex instructions
- Strong organizational skills and excellent attention to detail
- Must be able to establish, monitor and meet timelines and ensure all grant stakeholders understand their role in doing so.
- Must work well under pressure with demonstrated ability to juggle tasks, prioritize and manage multiple competing deadlines
- Ability to maintain confidentiality is required
- Strong computer skills with solid knowledge of MS Word and Excel
- Must be team focused and possess the ability to manage cross functionally

TIME COMMITMENTS:

Hours are generally Monday-Friday, between 8:30 am to 5:00 pm, but flexibility is required. Some weekends and evenings may be required.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

Equal Employment Opportunity:

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.