JOB DESCRIPTION

JOB TITLE: Manager of Grants and Institutional Giving

REPORTS TO: Director of Development

DATE: 9/10/2019

FLSA STATUS: Exempt

JOB SUMMARY: Reporting to the Director of Development, NOMA’s Manager of Grants and Institutional Giving is responsible for identifying, researching, writing, and administering the museum’s portfolio of proposals to public, private, and government sources of support for annual operating funds, ongoing and new programs and initiatives. The candidate is skilled at making compelling cases to appropriate funding organizations, and exceptionally organized.

ESSENTIAL JOB FUNCTIONS:

- Create and implement a comprehensive plan to identify, solicit, and steward foundation and government grants
- Research new opportunities for grant submission in support of the museum’s operational needs
- Prioritize grant opportunities and present findings to Director of Development, Senior Staff and the NOMA Director
- Prepare and submit grants that are determined to be a priority for the museum, including all supplementary materials required for proposal submission
- Secure grants in support of museum operations
- Work with appropriate staff to oversee the evaluation, compliance and reporting of grant-funded programs – includes pre-award and post-award grant management
- Collaborate closely with curatorial, education, and development colleagues to further fundraising goals and objectives
- Review project budgets with program and accounting personnel to present clear and accurate figures
- Maintain the highest level of stewardship with grant-making organizations
- Maintain tracking documents of foundation and government grant solicitations
- Leads the development team in developing and executing strategic donor relations efforts consistent with best practices, and designed to maximize donor confidence.

ADDITIONAL RESPONSIBILITIES:

- Assist in the development and implementation of all Development Department policies and procedures
- Lead the development of policies and procedures for foundation and government grant programs
- Collaborate closely with Development and Membership Operations Manager on prospect research and proposal tracking
- Assist with museum events as needed

KNOWLEDGE, SKILLS AND ABILITIES:

- Track record of successfully managing a multimillion dollar portfolio of grant awards and funded programs
- Excellent research, writing, editing, and verbal communication skills; ability to edit copy and content
- Ability to synthesize complex field-specific information into grant applications exhibiting strong and effective expository writing skills
- Ability to take initiative, think strategically, collaborate with others, promote teamwork and creativity
- Strong organizational skills with ability to prioritize and manage multiple tasks and responsibilities
- Strong time management skills with the ability to prioritize deadlines and work independently
- Effective project management skills and demonstrated ability to work in a demanding environment
- Strong computer skills, particularly in MS word, excel and donor database programs (Raiser’s Edge, et al.)
- Ability to handle confidential records and sensitive donor information with discretion
- Ability to clearly articulate the mission, objectives, and vision of NOMA
• Working knowledge of research resources for foundation and government fund development

SUPERVISORY RESPONSIBILITIES:
Interns – academic year and summer

MINIMUM QUALIFICATIONS:
Bachelor’s degree required in a relevant field from an accredited university; Master’s degree preferred.

Minimum of four (4) years experience implementing the above essential job functions. Art museum experience is an advantage, as is an advanced degree in art history an/or arts administration.

PHYSICAL REQUIREMENTS
This position requires the following physical activities:

• Sitting for long periods of time, walking, finger dexterity, talking, hearing, and visual activity.
• Occasional lifting (up to 10 pounds).

WORKING CONDITIONS:
Normal office environment

NOTE: The above statements are intended to describe the general nature and level of work performed by an employee in this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees in this position.

Nothing in this job description restricts management’s right to assign or reassign job duties as required. This job description is not to be construed as a guaranteed contract of employment for a definite period of time.

I have read this job description and understand the duties included in it.

_________________________________________  ____________________
Employee’s Signature                        Date