

## The Works Museum Grant Coordinator

**Job Title:** Grant Coordinator

**Date:** April 18, 2024

**Reports To:** Senior Director of Advancement

**Pay:** Starting at \$22.60 - \$26.44/hour, commensurate with experience

The Works Museum makes learning about science and engineering interesting, engaging, and fun. The Museum's unique exhibits and programs create memorable learning experiences for all children. Our mission is to *inspire the next generation of innovators, engineers, and creative problem solvers*. We're currently growing our Advancement Department and are seeking the right person to join our team. If you're looking for a fun, flexible workplace where you can make a difference for kids in our community, this position might be for you.

As a key member of the Advancement team, the Grant Coordinator is an entrepreneurial, results-driven fundraising professional who helps create and implement fundraising strategies to achieve the organization's philanthropic goals. This person is specifically responsible for managing and implementing the annual grant plan and calendar and increasing financial support through corporate and foundation grants. Additionally, this person will identify and qualify prospects, match donor interests to museum goals, and steward donor relationships.

**Hours and benefits:** This position is part-time, 20-24 hours a week. Core working hours are Monday – Friday between 8 a.m. and 5 p.m., but this role will also include some evenings and weekends. This position offers compensation commensurate with experience, 403b, paid holidays, and vacation.

### **Responsibility areas:**

#### **Grants and prospect research**

- Maintain the annual grant calendar and associated process to ensure timely submission of applications, reports, and supporting documents
- Write and submit the organization's letters of inquiry, grant proposals, and reports to corporate, foundation, and government sources for support in amounts up to \$150,000
- Manage grant implementation, ensuring that partners across the organization understand their roles in successful implementation, reporting, evaluation and funder recognition
- Maintain a portfolio of foundation donors, establishing and stewarding relationships
- Conduct prospect research on corporations and foundations to assess alignment of their interests to the Museum's goals and needs
- Collaborate with the Director of Advancement on the creation and implementation of the Museum's annual development plan, including the annual grant calendar and strategies for current and prospective donors
- Support the annual budget process and help determine annual contributed revenue goals

#### **Other Advancement team responsibilities**

- Collaborate across the Advancement team to manage and grow constituent relationships
- Use a process-oriented approach to manage projects and engage staff in your work
- Help all Museum employees and Board members understand their role in philanthropy
- Serve as a representative of The Works Museum
- Develop and instill positive donor relationship management practices
- Using our Altru database, and working with the Data Manager and education staff, collect and analyze metrics related to donor and prospect interactions

- Collaborate to create and implement plans to deliver effective donor communications including storytelling, mailings, emails, signage, digital content, and media
- Assist with special events to support Advancement team goals
- Other duties as assigned

### **Qualifications**

- Experience writing grants and working with corporate and foundation donors in a museum or non-profit organization
- Experience managing a grant calendar
- Exceptional writing skills
- Proven success with working externally and engaging face-to-face with donors and prospects
- Excellent record in soliciting and securing grants from corporations, foundations, and individuals
- Familiarity with the local corporate and philanthropic community
- Demonstrated capacity to handle multiple tasks simultaneously, utilizing time management skills
- Experience successfully working in a team-based environment to deliver projects in a timely and effective manner
- Experience working with fundraising databases
- Knowledge of STEM education a plus

### **Personal Attributes**

- Motivated self-starter with the ability to function effectively with minimal direction
- Employs a strong work ethic and high standards for their own work, and the work of others
- Sees the possibilities as opposed to the obstacles and is a creative and tenacious problem solver
- Is personable, analytical, articulate, and an excellent written and verbal communicator
- Is forward thinking and results-oriented

The Works Museum is an equal opportunity employer and does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws.

**To Apply:** Please submit an electronic cover letter, with salary requirements, and a resume to by May 12 to be included in the initial application review. The position will remain open until it is filled.