



GRANTS COORDINATOR

The Springfield Museums has an immediate opening for a Grants Coordinator; this is a full-time 40 hour position. This position reports to the Director of Development.

In collaboration with the Director of Development, the Grants Coordinator 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 functions of the position include but are not limited to the following:

- Ability to manage multiple grant related activities simultaneously
- Collaborate with Development staff to establish funding priorities and work closely with various Museums' 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 Museums' 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 closely with the Advancement Committee.
- Assist with occasional evening and weekend events.
- Assist the Director of Development with other projects as needed.

Qualifications include but are not necessarily limited to:

- A Bachelor's Degree is required, as is a strong interest/knowledge in museums, an advanced degree is desirable.
- A minimum of three years of experience in grant writing within a museum, a cultural organization or an educational institution with knowledge of foundations and funding sources essential.
- Ability to implement programs with independence and latitude within approved goals and objectives.
- Knowledge of development software and the ability to implement and train staff on its use required; experience using Altru or Blackbaud software preferred.
- Self-motivated, creative and entrepreneurial with the ability to advocate passionately on behalf of the mission, values and work of the Museums.
- Superior verbal, written and interpersonal skills. Excellent presentation skills and comfort with public speaking.
- Ability to work productively with diverse constituencies as well as government agencies and the public.

- Regular interactions with all departments and senior staff; ongoing dialogue with committee and board members and other volunteers.
- Represent the Museums at numerous community events and meetings; regular contacts with members, donors, corporate and community leaders.
- Normal office conditions with evening and weekend hours; and traveling as necessary.

Interested candidates should submit their cover letter and resume to Heather Cahill at hcahill@springfieldmuseums.org by Monday, May 3, 2021.

The Springfield Museums is an Equal Opportunity Employer, committed to being a diverse and inclusive workplace, dedicated to fair and inclusive employment practices for all individuals.