

Coordinator of Grants Development

The Coordinator of Grants Development is responsible for maintaining a comprehensive grant development effort in support of miSci educational programs, exhibits and special projects; annual fundraising programs; special events; and campaign initiatives. Reporting to the Vice President of Development, responsibilities include prospect identification and research; proposal and report writing; prospect and donor management; and donor cultivation and stewardship.

Qualifications:

Bachelor's degree or higher in a related field.

3+ years previous grant writing experience. Museum experience is a plus.

High proficiency in Microsoft Office suite applications; Internet research; and database programs and ability to learn new programs.

Strong prospect research skills with knowledge of resources for identifying and evaluating grant opportunities.

Excellent persuasive writing and editing skills with keen attention to detail.

Excellent communication skills with the ability to interact effectively with staff, volunteers, prospects and donors.

Ability to work effectively in a team setting, providing leadership as appropriate.

Excellent ability to interpret budgets and financial reports and to convey information in narrative form as well as numerically.

Strong ability to organize and prioritize tasks to balance assigned responsibilities in a fast-paced, deadline-oriented environment.

Ability to maintain high standards for information management including tracking financial data, interdepartmental and external communications.

Ability to monitor and analyze trends in government and foundation grant-making and corporate sponsorship.

Willingness to work a flexible schedule that may include evenings and weekends on occasion.

Major Primary Job Responsibilities:

Maintain grant development database and other systems to track proposal and reporting schedules, keeping project staff apprised of information needs, milestones and deadlines, to ensure timely fulfillment of grant requirements.

Prepare letters of inquiry, proposals, and narrative and financial reports.

Manage grant projects.

Work with staff members to process grant contributions to ensure accurate recording, receipting, acknowledgements, reconciliation with Finance and reporting on progress toward goals.

Prepare grant correspondence and other personalized communications including personalized acknowledgement letters, invitations and miSci updates.

Research prospective and current donors. Prepare profiles and briefings for staff members in written form and in person.

Work with senior staff members and trustees, as appropriate, to support the cultivation, solicitation and stewardship of grant makers and sponsors.

Assist with arrangements for prospect and donor visits, meetings and tours and participate as appropriate.

Research prospects and report prospect research findings for staff in written form and in person.

Serve as liaison between Development and Education staff members.

Perform other duties as assigned.

Salary: Depending on qualifications.

Apply: Send Cover Letter, Resume and Salary Target to jobs@misc.org

No phone calls please.

EOE