



United States Marshals Museum

Position: Grants Manager
Reports to: President/CEO

SUMMARY

The Grants Manager (GM) 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. The GM will create and manage a pipeline of current and prospective grant funders that align with the Museum's priorities. Through planned research, identification, development, cultivation, stewardship, compliance, and reporting activities, the GM will submit proposals and manage awards in support of the Museum's mission and operating goals.

The ideal candidate for the Grants Manager role will be a self-directed, data-driven development professional, who is a strong team player.

Equal Employment Opportunity

USMM provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training

RESPONSIBILITIES

- Manage and inform strategy to develop strong, expanding pipelines of grant-based donors supporting USMM operations, exhibits, programs, and initiatives
- 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
- Oversee the grant proposal development process, adhering to all donor timelines and requirements
- Oversee the completion and submission of all portions of grant reports, quarterly monitoring, and performance reports per donor requirements
- Track and monitor revenue goals for grants to provide financial updates and recommendations for annual budget development
- Cultivate, manage, and maintain relationships with organizational funders and stakeholders through outreach and stewardship
- Maintain database and files for all awards, agreements, and contracts, including reporting requirements and renewal deadlines
- Develop grant-based opportunities with appropriate internal teams, and coordinate project plans to ensure adequate reporting and compliance per funder guidelines

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree preferred
- **Experience:** Preferred 3-6 years of experience in fundraising, grant writing, prospect research, or related field
- **Flexibility:** Equivalent combination of knowledge, skills, education, and experience may meet qualifications

KNOWLEDGE, SKILLS AND ABILITIES

- Understanding of best practices and methods to achieve revenue goals, overall grant-based donor strategies, and effective communication of the mission
- Knowledge of basic concepts related to fundraising and grant management
- Effective communication skills
- Ability to read, write and speak fluently in the English language
- Proficiency with computer software, specifically Windows based programs including but not limited to Microsoft Outlook, Word and Excel; ability to adapt to Museum-specific CRM and data management software
- Creative and effective problem-solving abilities
- Proven ability to meet deadlines, prioritize job responsibilities and manage multiple projects simultaneously.
- Ability to work independently and with little supervision/guidance; as well as being a complimentary team player.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands:** In the work environments, this position requires verbal and written conversation with others, ability to sit at a desk for a minimum of 2 hours without a break, ability of lifting/moving objects up to 25 pounds, use of hands to finger, handle or feel objects, tools or controls. Vision abilities required by the job include close vision. The employee must have the necessary keyboard and computer mouse skills as well as the ability to read a color monitor. Physical demands also include proofing correspondence, materials, and proposals.
- **Work Environment:** Work will be performed in an office environment, museum spaces and the community, both indoors and outdoors. While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time. The noise level in the work environment is usually low to moderate.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.