

GRANT MANAGER

The Grant Manager manages the Museum's grants and proposal program. The Grant Manager assumes primary responsibility for securing government support, for coordinating foundation and corporate proposal creation, compilation, and submission, and for coordinating stewardship of organizational/institutional giving. The Grant Manager works closely with the Senior Director of Major Gifts and the Director of Advancement, with guidance from the Director of the Museum and the COO, to present and select grant opportunities, develop strategies, plan for proposal submissions, then steward accordingly. While working with minimal supervision, the Grant Manager works closely with and provides guidance to other members of MAG Senior Staff, especially in regards to organizational support, organizational stewardship, and sponsorship strategies.

Works closely with MAG Curatorial, Exhibitions, ACP, Facilities, and Finance staff to assure that all requirements are met for funded projects.

- Schedules periodic meetings with project staff to review activity and monitor progress toward goals, and troubleshoot problems.
- Monitors grant accounting to ensure budgetary integrity and compliance with funder requirements; assists MAG Finance staff in allocating expenses; approves grant expenditures in the Workday system.

Serves as Museum's liaison with UR's Office of Research and Project Administration (ORPA) and Office of Research and Accounting Standards (ORACS) to manage grants.

- Enters proposal information into UR IORA system prior to submission to funder, and coordinates signoffs, approvals, creation of awards, required documentation, closeout procedures, and reporting requirements with ORPA and ORACS through the IORA system.

Manages Government, Foundation, and Corporate Grant Applications

- Primary responsibility for government grants and national foundations.
- Coordinates requests to local foundations and corporations with Senior Director of Major Gifts, UR Foundation Relations and UR Corporate Relations.
- Reviews funding guidelines and application requirements with program managers and obtains application materials.

Prepares written proposals for organizational funding, and assists program staff with budget development.

Identifies organizational funding sources to support Museum operations and special projects (as prioritized by and selected with the Director and the Deputy Director of the Museum), with an emphasis on researching new institutional grant opportunities for arts organizations or for programs in line with MAG's funding priorities.

- Presents opportunities to Museum Directorship for review/consideration, at minimum quarterly.
- Advises Director of the Museum and program staff on suitable initiatives for funding according to grant guidelines.
- Works with Senior Director of Major Gifts and Director of Advancement to create and manage a schedule of proposal submissions. Produces a calendar of needs and deadlines for internal [MAG] accountability.

Serves as Museum's liaison with UR's Office of Government and Community Relations and the Board of Manager's Government Affairs Committee.

- Works closely with Committee members and staff from UR Office of Government Relations to develop and implement strategies to increase involvement and funding by legislators.
- Serves as Museum's primary contact for all government funding agencies, as well as government officials and legislative staff at local, state, and federal levels. Represents Museum at funding agency meetings, and coordinates on-site evaluations and meetings with the agencies and legislators.
- Oversees planning of MAG's annual Legislative Briefing for elected officials.

Other duties as assigned, including staffing advancement or engagement events as needed (anticipated to be a minimum of one evening or weekend day monthly).

Qualifications:

Bachelor's degree required. Three to five years' experience in government, corporate, or foundation fundraising or equivalent combination of education and experience required.

Must be cognizant of museum practices as a whole, and specifically of museum policies, priorities, financial situations, and artistic direction. Strong interpersonal, oral, and written communication skills. Must be detail oriented and adept at multi-tasking. Working knowledge of Word, Excel, PowerPoint, Outlook. Knowledge of InDesign, or other desktop publishing software. Familiarity with UR Financials; training in UR IORA system; CLASP certification.