

Honolulu Museum of Art

JOB DESCRIPTION

Job Title:	Grants Manager
Department:	Development
Supervisor:	Director of Development
Employment Status:	Full-Time
FLSA Status:	Exempt
Work Hours:	Monday-Friday 8:00am – 5:00pm, Some evenings and weekends
Issue/Reissue Date	06/08/2018

Job Summary:

The Honolulu Museum of Art is seeking an energetic and experienced Grants Manager to join its Development department to implement the Museum's corporate, foundation, and government grants strategy for annual operations, strategic initiatives, and capital projects.

Minimum Qualifications:

- A Bachelor's Degree with at least one year of comprehensive related experience writing grant proposals.
- 2 years' experience working strategically across department working closely with senior leadership, curators, and public programs staff.
- Must be a self-starter; able to manage time to meet specific deadlines.
- Excellent interpersonal, written and verbal skills.
- Detail oriented; excellent organizational, analytical and research skills.
- Must be a team player willing to work with others for the good of the museum.
- Proficiency in Microsoft Office software.

Desired Qualifications:

- Experience in museum environment or nonprofit organization, with multiple sites, and varying degrees of needs.
- Understanding of Honolulu Museum of Art's established identity and dedication to advancing it.
- Exceptional ability to manage and lead people.
- Intelligent self-starter who is committed to the museum's mission.
- The traits of honesty, integrity, enthusiasm, and perspective; a very strong work ethic, supported by commitment and follow-through.

Other Qualifications:

Core Competencies:

- Adaptability
- Business Acumen
- Change Management
- Effective Communicator
- Cost Consciousness
- Initiative and Judgment
- Planning and Organizing
- Professionalism
- Problem Solver
- Technology savvy

Essential Duties:

- Manages entire grant cycle from identification of prospects to donor relations, proposal writing and submission, site visits, acknowledgements, contract compliance, and preparing reports;
- Responsible for working with museum staff to draft proposals, budgets, letters of inquiry and reports;
- Uses Tessitura, the museum's CRM, to track grant activity;
- Researches and profiles potential sources of private and government support;
- Cultivates relationships with program officers;

- Serves as the primary contact with foundation and government agency professionals;
- Outlines a schedule of proposal and reporting deadlines for at least a year in advance for distribution to appropriate museum staff;
- Works closely with coordinators of grant-funded programs and Finance Department to ensure grant money is spent and tracked appropriately and according to grant parameters;
- Presents a professional, courteous and responsible demeanor, and is a positive representative of the museum at all times;
- Abides by AFP Code of Ethics; maintains confidentiality in all matters related to museum business and development practices; and
- Other duties and responsibilities as assigned.

Traits and characteristics:

Must be bright, diplomatic, analytical, of the highest integrity, and possess sound judgement and a sense of humor and humility.

Working Conditions and Atmosphere:

The Grants Manager works with minimum supervision. Work will often be performed with short deadlines and situations sensitive to the Museum. Regular office hours are required. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

Human Resources

Date

Employee Signature

Date

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

The Honolulu Museum of Art maintains a policy of nondiscrimination in all employment practices and decisions, ensuring equal employment opportunities for all qualified individuals without regard to race, color, ancestry, religion, sex, including gender identity and expression, national origin, age, disability, sexual orientation, marital status, arrest and court record, citizenship, credit history, military service, victim of domestic or sexual abuse status, genetic information, or any other characteristic protected by applicable federal, state or local law. This applies to both Honolulu Museum of Art employees and applicants for employment with the Museum. Any form of harassment of any employee because of any protected status is also prohibited.