**Job Title:** Grants Manager **Date:** February, 2019

**Reports to:** Sr. Director, Development **Employment Status:** Full-Time/Exempt

**Annual Salary:** $52,000-$58,000 negotiable, depending on experience

The San Diego Museum of Man's mission is to inspire human connections by exploring the human experience. We aim to hold a space for discourse on topics that matter and a place where we keep the fun in profundity. The Museum, housed in an architectural gem at the heart of Balboa Park, is open 361 days each year. Our staff demonstrates great flexibility, generosity, kindness, humor, excellent judgment, and attention to detail. We love our community, our visitors and our team! Commitment to a team approach is a must and a clear perspective is appreciated. If you like being around hard-working, welcoming, appreciative idealists with no shortage of opinions, please join us. Be part of making our community better by working in a museum that aims to be part of the solution.

**Description: Grants Manager**

The right candidate will have an adventurous spirit and know how to take the right kinds of risks. This person will not only be an extraordinary writer, but also an exceptional strategic thinker who can envision creative ways to find funding and match what funders are looking for in the application process. An integral part of the team, the Grants Manager will be responsible for developing small to medium level institutional funding requests of all types. This role will work at a fast pace in a deadline-driven environment and will thrive knowing that they are part of the team blazing a trail for what museums can be.

The Grants Manager will be responsible for the full cycle of grant seeking, and aspects of post-award activity, such as grant reporting. The successful candidate will identify federal, state, local and private funding opportunities, and will develop proposals using superior communication skills. This will include all data gathering and analysis required to demonstrate funding need, as well as development of narrative prose, preparation of ancillary documentation for proposal package submission; and documentation of all prospecting activities, submissions and outcomes. This position, will also be responsible for limited grant implementation and deliverable monitoring.

**Duties and Responsibilities:**

Reporting to the Sr. Director of Development, the Grants Manager is expected to work collaboratively with individuals throughout SDMoM and perform the following:

* Drive the small to medium grants process (under $25K), and balance competing priorities to grow funding.
* Surface new funding opportunities by engaging in a comprehensive prospecting practice that embraces the Museum’s mission and vision.
* Work collaboratively with individuals throughout the Museum to deeply understand needs and priorities.
* Develop and write grant proposals for small to medium funding opportunities, incorporating feedback from SDMoM staff.
* Cultivate and sustain positive, productive relationships with new and existing corporate, private, and government foundations on a local and national scale to broaden the base of grant support.
* Manage the reporting requirements associated with receiving grant funding or contracts in partnership with program and finance staff.
* Lead the Coordination of grant financial tracking systems with the Finance Department.
* Lead the Coordination of grant tracking metrics with staff from appropriate SDMoM departments.
* Together with staff from appropriate SDMoM departments, take a leadership role in creating grant reports and submit them according to deadlines.

**Experience, Education, or Skills Required:**

* Education: Bachelor’s Degree required. Master’s Degree Preferred.
* Minimum of five years of non-profit experience in grant writing, program development, and grant prospect research.
* Experience in the following areas:
  + Grant and proposal writing, including federal and local government grants,
  + Development communications,
  + Grant research and prospecting skills,
  + Grant research tools,
  + Coordination of grant submissions,
  + Collaborative coordination and facilitation.
* Exceptional written and oral communication skills, including the ability to write for both the traditional grant audience and for more non-traditional granters.
* Strong attention to detail.
* Excellent strategic vision.
* Self-starter who can work take a lead on projects independently with little direction.
* Excellent organization skills with ability to manage multiple processes and projects.
* Skilled at gathering input from and incorporating viewpoints of multiple stakeholders.
* Collaborative team player.
* Strong interpersonal, presentation, facilitation, and relationship-building skills.
* Ability to adapt to changing environments.
* Ability to conceptualize and develop strategies.
* Advanced quantitative and qualitative research skills.
* Knowledge of key funders nationally and locally.
* Ability to organize, interpret, and communicate data.
* Proficiency in Microsoft Office (Word, Excel, and PowerPoint).
* Knowledge of community, the arts and non-profit environment preferred.

**ADA Notations:**

* Regular sitting, standing, walking, climbing stairs, balancing, crouching, stooping, and communication (talking/hearing).
* Occasional lifting/moving up to 30 lbs.
* Vision requirements include close vision and ability to adjust focus.
* Noise conditions range from quiet to moderate noise.

**How to Apply:**

The San Diego Museum of Man is an equal opportunity employer and a drug free workplace. Please send a cover letter and resume to [Recruiting@museumofman.org](mailto:Recruiting@museumofman.org) with “Grants Manager” and your first initial and last name in the subject line.