



## Position Description

### **GRANT WRITER MANAGER**

#### **ABOUT THE MUSEUM OF AFRICAN AMERICAN HISTORY**

The Museum was founded in 1967 and is New England's largest museum dedicated to preserving, conserving and interpreting the contributions of African Americans. The Museum has two locations – one in Beacon Hill and the other on Nantucket Island – and two Black Heritage Trails® that tell the story of organized black communities from the Colonial Period through the 19th century.

#### **POSITION DESCRIPTION**

The Museum of African American History has an opportunity for an experienced grant writer to join its team. This position is responsible for assisting the development department in all aspects of grant writing and grants management including: writing compelling LOIs and grant proposals to private foundations, corporations, and government entities, communicating with Trustees and program officers, conducting prospect research, ensuring timely acknowledgements, application and report tracking, data entry, and working with program staff to ensure compliance with grant requirements. Work with Museum President and CEO, Director of Development, and Program Directors to identify corporate, foundation and government prospects for Museum programs, especially in the areas of Education, Public Programs, and Exhibits.

#### **ROLES AND RESPONSIBILITIES**

- Identify and research foundation, corporate, and government prospects.
- Initiate contact with Museum departments to identify funding needs/opportunities and to obtain materials and information for the preparation of proposals and reports. Attend weekly staff meetings and weekly Development Team meetings.
- Support Director of Development, President and other key staff in the cultivation, solicitation and stewardship of foundations, government agencies, and corporations.
- Write and/or edit proposals with a focus on funding opportunities to meet revenue goals.
- Oversee the stewardship of funding sources, including inviting them to the Museum for tours and meetings when appropriate.
- Ensure that reporting requirements are met in a timely manner.
- Maintain relationships with program staff at foundation, corporate, state and federal funding agencies.

- Oversee government grants program. Works with senior management to select projects that are appropriate for each funding opportunity, and coordinates annual submissions to agencies such as the NEA, NEH, IMLS, and MCC.
- Responsible for working with management staff as needed to ensure compliance with federal and state award requirements including outcomes, personnel activity reports, and reimbursement requests.
- Assist with other development initiatives of the department, especially museum events and event planning, on an as-needed basis.

#### **POSITION REQUIREMENTS AND QUALIFICATIONS**

- Bachelor's degree or higher.
- Three to five years of successful experience writing grants for nonprofits
- Attention to detail and deadlines imperative.
- Sound decision making skills, reflecting effective establishing of priorities
- Ability to work independently and as part of the development team.
- Demonstrated competence in Microsoft Office products.

#### **Preferred**

- Strong research, analytical, planning and organizational skills.
- Demonstrate cultural competence with an ability to work with diverse populations, within the community and agency staff members.

**Salary Range: \$27 to \$30 per hr. depending on experience**

**Total Hours: 32 Hours per week**

**Closing Date: October 31, 2021**

#### **TO APPLY**

Interested candidates should send cover letter and resume to: [history@maah.org](mailto:history@maah.org),