

Nordic Heritage Museum 2015 Job Description

Position Title:	Grant Writer
Department:	Development
Reports To:	Deputy Director of External Affairs
Status:	Full Time-Exempt
Revision Date:	04-19-2015

Position Overview	Manage the Museum's grant program, and aid in sponsorship development activities. Provide support to the Museum's development initiatives, including the capital, annual and endowment campaigns.
Essential Job Functions	<ul style="list-style-type: none"> • Develop grant proposals and manage an annual grants plan. Work closely with external grant writers and Museum staff to ensure funding opportunities are identified and pursued, submission and report deadlines are met, budgets are accurate, and evaluations are conducted as required by funders. Build and maintain relationships with funding sources as appropriate. • Ensure accurate messaging of organization, programming, and major museum initiatives in all proposals. • Organize and maintain all hardcopy and electronic grant archives. • Conduct individual, corporate, and foundation research from external and internal sources; develop grantor and prospect profiles. • Utilizing the Museum's information management and donor stewardship software (The Raiser's Edge), manage grants and gifts to Operations and the Capital Campaign; process grants/gifts received, prepare acknowledgements, and maintain accurate records. • Develop and implement a plan to obtain underwriting and sponsorship for major events and exhibitions, work closely with staff and volunteers. • As a member of the Development team, represent the Museum at community events and meetings, building and maintaining strong relationships with staff, trustees, donors, prospects, volunteers, and others. • Provide administrative support to the Deputy of External Affairs. • Support other development initiatives and special events as assigned.
Other Skills/Abilities	<ul style="list-style-type: none"> • Ability to manage multiple tasks and projects with high energy and strong problem-solving skills. • Ability to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints. • Ability to follow complex oral and written instructions; interpret and present information effectively. • Excellent communication, effective listening and interpersonal skills. • Ability to anticipate challenges, take initiative and provide solutions to achieve department and organization objectives. • Must be able to quickly and accurately assess priorities. • Proactive in meeting important deadlines. • Highly organized and detail oriented. • Ability to maintain strict confidentiality of extremely sensitive data, records, conversations. • Excellent verbal, writing and editing skills: English usage, spelling,

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	<p>grammar, punctuation and vocabulary.</p> <ul style="list-style-type: none">• Adaptable to changing business situations and environments.
Requirements	<ul style="list-style-type: none">• BA or equivalent and 3+ years' relevant development experience. Grant writing experience required. Capital campaign experience preferred.• Occasional weekend and evening work.• Proficient in Microsoft Office including Word, Outlook, Excel, Publisher, Access and PowerPoint. Raiser's Edge or comparable fund development software.• Proficient in PC platform• Valid driver's license• Ability to lift 20lbs• Ability to be seated/standing for extended periods

NOTE: This job description is not intended to be all-inclusive. Employees may perform other duties to meet the ongoing needs of the organization.