

Position Description Grants Manager

The Grants Manager will assume responsibility for independent management of all aspects of the grants process to achieve the museum's stated fundraising goals. S/he will be a positive and professional representative of the Office and the Museums at all times, and be able to initiate and maintain productive and congenial relationships with colleagues, volunteers, and prospective funders.

Key responsibilities of the position include:

- Conduct research to identify foundation and corporate funders demonstrating a good fit with the mission and specific funding needs of the museum, and those with connections in our community
- Develop proposal strategy in concert with the Chief Development Officer, CEO, and education/program team,
- Independently project-manage each proposal process, engagement with funders, the contributions of program-experts on- and off-site, preparation of budgets, and reporting/stewardship
- Write each grant proposal and craft/compile required supporting documents
- Keep the grants calendar and track outcomes
- Collaborate with the senior Management Team to ensure that funding is sought within the context of the core mission and most pressing priorities of The Discovery Museums
- Participate in Development office team meetings, support the overall goals of the department
- Provide staffing support for Development events

The position collaborates closely with the CEO, Chief Development Officer, the museum's senior Management Team, and consultants/external subject matter experts to ensure the development of compelling, factual, and engaging funding requests.

This position is full-time, but a flexible work schedule is possible for the right candidate.

Minimum Qualifications

- Bachelor's degree in a relevant field or equivalent
- 2-4 years of development or related experience or coursework
- A demonstrated ability to provide excellent customer service
- Excellent written, oral and computer communication skills
- Demonstrated factual and grammatical accuracy in written work; a keen attention to detail
- The desire to work as part of a goal-oriented team, in a congenial and collegial environment
- The ability to prioritize workload (or seek help on same) and manage multiple deadlines
- Knowledge of the New England educational, science, or cultural funding community is a plus

Now in its 35th year, The Discovery Museums' mission is to inspire enduring curiosity and love of learning through interactive discovery, hands-on inquiry, and scientific investigation. We are proud to be an equal opportunity employer.

Please send resume and cover letter to Marie Beam, Chief Development Officer, The Discovery Museums, at mbeam@discoverymuseums.org. No phone calls, please.