



Now Seeking Candidates For The Following:

GRANT WRITER

REFERENCE JOB#: W1500

APPLICATION PROCESS: See bottom of ad

AMERICA'S CAR MUSEUM is an Equal Opportunity Employer

DEPARTMENT: Advancement

FLSA CLASS: Exempt

FTE STATUS: Part Time (29 hours/week)

REPORTS TO: Vice President for Institutional Advancement

SUPERVISES: None

GENERAL SUMMARY:

The Grant Writer develops and manages a comprehensive grants program for America's Car Museum (ACM) and the Hagerty Education Program (HEP) that considers programs and initiatives in the context of local, regional, national, and international foundations, government agencies, corporations and private funding sources. The Grant Writer performs prospect research, identifies grant funders, cultivates and manages current partnerships, and organizes, writes, and submits well-crafted and persuasive grant proposals to expand restricted and unrestricted grant funding sources and support the advancement of ACM's and HEP's mission and vision.

This position works under the broad direction of the Vice President for Institutional Advancement with a majority of work being performed independently while exercising professionally sound judgment and discretion. Responsibilities include, but are not limited to: Researching and selecting foundations and other grant funding sources with a strong interest in the organization's mission and programs; Identifying organizational programs and services for potential funding opportunities; Building relationships with foundation contacts; Working with ACM and HEP staff to develop the "case" for funding; Preparing and submitting proposals and grant applications for funding; Collecting, tracking, analyzing, and reporting data in compliance with grant updating and reporting requirements.

This position requires professional writing and editing skills, proficient skills in MS Word and Excel, experience using a relational database, and an ability to work independently under general direction to fulfill the responsibilities described

herein, while maintaining a team-oriented approach and attitude. The candidate must be highly organized with the ability to exercise sound judgment to produce quality work products within time constraints. Additionally, incumbents to this position should possess a comprehensive knowledge of grant funding research techniques and a proven track record in securing new funding opportunities for special programs.

This position description has been designed to indicate the general nature and level of work performed by jobholders within this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job. The requisites described within this position description are representative, but not all-inclusive, of the knowledge, skills, and abilities required for this position. To perform the job successfully, an employee must perform each essential responsibility satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

PRIMARY OBJECTIVES:

1. Generate funding for ACM and HEP through the timely submission of professionally-written, well-documented, and persuasive grant/fundraising proposals;
2. Expand funding sources through research and identification of new government, corporate, foundation, and private grant funding opportunities;
3. Collaborate with the Vice President for Institutional Advancement and the HEP Director to develop funding strategies concerning larger, multi-year institutional gifts;
4. Ensure timeliness of all grant submissions and other grant/funding related deadlines;
5. Fulfill all grant updating and reporting requirements through the completion and submission of reports to government, corporate, foundations, and other grant funders.

MAJOR RESPONSIBILITIES:

Expanding revenue for ACM and HEP by developing and submitting professionally written and persuasive grant proposals that communicate the organizations' mission, vision, and programs to local, regional, national, and international foundations, government agencies, corporations and private funding sources;

Researching grant-making prospects;

Assembling and submitting grant requests, including letters, proposals, budgets, and presentations;

Establishing and maintaining personal relationships with foundation contacts, grant program officers, and individual funders;

Preparing and submitting all required reports to granting agencies and private funders;

Maintaining a calendar to ensure timely submission of letters of inquiry, grant proposals, and reports;

Prioritizing and multitasking projects in an efficient manner to keep multiple projects moving in a timely manner, meet deadlines, and manage supplemental material required for proposals.

QUALIFICATIONS:

The incumbent for this position must possess: A Bachelor's Degree in Marketing, Communications, Public Relations, or Writing (other degrees considered based on relevance) and 2-years of successful experience in writing grants in the non-profit sector, preferably for museums; Professional written, verbal, interpersonal, and group communication skills; Advanced editing and proofreading skills; A firm grasp of grant monitoring and compliance procedures; A proven track record of securing new grant funding for special programs; and, The ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes. Experience with evaluating grants is preferred.

Additionally, the incumbent must possess:

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;
2. A valid driver license with the ability to drive a personal vehicle for business purposes;
3. Familiarity with fundraising relational database management systems (Raiser's Edge or Altru proficiency a plus);
4. A comprehensive knowledge of grant funding research sources and of federal, state, and municipal laws pertaining to grant requirements;
5. Effective project management skills, attention to detail, and ability to drive projects to a successful completion;
6. The Ability to remain highly organized and exercise discretion and sound judgment to produce quality work products within tight time constraints;
7. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented attitude and maintaining a cooperative working relationship with internal and external constituents;
8. Excellent organizational and administrative skills with the ability to manage a wide range of tasks with competing timelines and interests;
9. Proficient skills in the use of MS. Project, Word, Excel, Power Point, Outlook, and Web browsers;
10. The ability to critically analyze and resolve quantitative and logistical problems;
11. The ability to stand and sit for extended periods of time, bend stoop, and twist regularly, manipulate items with fingers frequently, operate a computer regularly, read and interpret grant requirements and legal regulations regularly, and effectively communicate verbally and in written format, with funders, donors, guests, contractors, employees, management, and other stakeholders regularly.

WORKING CONDITIONS:

1. Exposure to a combination of office, shop, commercial retail, commercial food, and outside environments;
2. Minimal exposure to cleaners and various other chemicals;
3. Minimal exposure to dust, gases, and fumes.

RESPONSIBILITIES:

ADVANCEMENT & FUNDRAISING:

1. Researches new grant funding sources for the purpose of developing additional funding for current and proposed services, programs, and administrative operations within ACM and HEP;
2. Researches and targets foundations and other grant funding sources with a strong interest in ACM's and HEP's mission, vision, and programs;
3. Develops and submits professionally written and persuasive grant applications and support material to effectively secure new and repeat grant funding sources;
4. Crafts professional and persuasive proposals for funding new initiatives and programs;
5. Identifies ACM and HEP programs and services for potential funding opportunities by using research tools to match funders' priorities/criteria to program and service needs;
6. Collaborates with ACM and HEP staff to create "case support" for grant applications, proposals, capital campaigns, and endowment gifts;
7. Collaborates with internal and external parties for the purpose of creating, securing, tracking and reporting of grants;
8. Cultivates long-term relationships with foundation and other institutional officers who are responsible for making funding decisions;
9. Ensures prompt acknowledgement of foundation gifts and grants.

MONITORING & REPORTING:

1. Maintains and implements funding calendar activities, including submission, deadline, follow-up, and cultivation activities;
2. Monitors proposals and funding application requirements for the purpose of utilizing time and resources to maximize successful awarding of grant funds to ACM and HEP;
3. Coordinates all ACM and HEP grant processes for the purpose of ensuring compliance with State, Federal, and funder guidelines;
4. Presents concepts, status updates, and other necessary information to internal stakeholders for the purpose of securing support, gaining administrative and board approvals, and/or advising staff of potential funding sources;
5. Prepares and provides progress and status reports to administration as needed or requested;
6. Collaborates with the Finance Department to ensure compliance with grant requirements and to ensure accuracy of reported data;
7. Collects, tracks, and analyzes, grant data to ensure accuracy of information in reports and updates;
8. Prepares and submits timely and accurate grant and funding reports, updates, and correspondence in compliance with grant updating, reporting, and/or legal requirements;
9. Maintains current records in database and in paper files, including grant tracking and reporting;

OTHER:

1. Creates and maintains a positive, collaborative relationship with ACM and HEP staff;
2. Establishes and maintains cooperative working relationships with external constituencies;
3. Maintains a flexible schedule and works weekends and late nights, as needed;
4. Participates in and leads, if appropriate, meetings, workshops, and seminars for the purpose of conveying, sharing, and/or gathering information required to perform functions;
5. Drives personal vehicle for business purposes;
6. Utilizes MS-Word , Excel, PowerPoint, and Publisher to generate grants, proposals, presentations, reports, updates, letters, and other grant related documents;
7. Utilizes MS-Outlook for email communications and scheduling;
8. Performs other duties as assigned.

APPLICATION PROCESS:

To apply for this position, include all of the following:

NOTE: All application materials must be received to be considered for this position.

1. Cover letter *(include specific job reference # W1500)*
2. Resume
3. Professional references *(minimum of three)*
4. Salary History *(Must be incorporated into resume, email or attachment)*

Email all application materials to hr@lemaymuseum.org or fax to 253-779-8499.

NOTE: All application materials must be received to be considered for this position.