

**POSITION TITLE**

Manager of Foundation Relations + Grant Management

CLASSIFICATION

Full-time

Exempt

RESPONSIBILITIES

The following job description identifies the core activities of the job. Job responsibilities may vary from time-to-time.

SUPERVISOR

Executive Director

QUALIFICATIONS

- Interest in contemporary art and culture
- Bachelor's degree in communications, English, professional writing or a similar major preferred
- Excellent written and oral communication skills
- 1-3 years of successful grant writing experience
- Superior organizational abilities as well as time management skills
- Excellent interpersonal skills and the ability to work on a team
- Attention to detail and ability to maintain confidentiality
- Excellent skills in Microsoft Office Suite (Word and Excel); familiarity with DonorPerfect and Google Calendar a plus

JOB DESCRIPTION

The Grant Writer position is the perfect opportunity for a professional with stellar communication skills, grant-writing experience and a keen interest in arts administration. S/he will research, write, and build out the structure of all grants, progress reports and proposals seeking individual, corporate, and foundation giving in support of exhibitions, education programs, and general operations. S/he maintains a spreadsheet of foundation deadlines and award amounts. S/he maintains contacts in DonorPerfect, completes fulfillment for individual giving, and prepares and oversees the Annual Campaign.

JOB DUTIES

- Research possible funding opportunities from state and federal agencies, public corporations, private foundations, and individuals
- Develop and write grant proposals to foundations and other grant-making organizations, persuasively communicating the MOCAD's mission and programs to potential funders;
- Assemble and submit grant requests, including letters, proposals, budgets, and presentations;
- Establish and maintain personal contact and relationships with foundation contacts;
- Maintain a spreadsheet with timeline of grant deadlines and award amounts;
- Track grant expenditures with the Finance Department;
- Participates in Department Head meetings and strategic planning;
- Lead the production of special letters, gift acknowledgements, and other communications with donors;
- Assist with design and development of donor acknowledgement on MOCAD website, social media, press releases, and marketing materials;
- Coordinates program evaluation as needed for grant reporting.