



Position Description Grants + Foundation Relations Manager

About MOCAD

The Museum of Contemporary Art Detroit (MOCAD) presents exhibitions and programs that explore the best of contemporary art, connecting Detroit and the global art world. MOCAD is focused on art as a means to nurture social change and human understanding, reflecting our community. We encourage innovative experimentation by artists, musicians, makers, cultural producers, and scholars to enrich all who participate and to educate visitors of all ages in the power of art. Whether from Detroit, or around the world, we welcome creative voices who can guide us to an equitable and inclusive future. We believe that art can change us, and it's our responsibility to hold a space where challenge, acceptance, hope, and beauty can coincide.

MOCAD opened to the public in 2006. It is operated by a staff of roughly 25 employees who work to deliver two to three exhibition and programming seasons per year in both MOCAD's main building and Mike Kelley's Mobile Homestead. MOCAD is an Equal Opportunity Employer.

About the Role

The Grants + Foundation Relations Manager position is the perfect opportunity for a professional with stellar communication skills, grant-writing experience, and a keen interest in arts administration. The Grants + Foundation Relations Manager will build out the structure of all grants - from prospect research to proposal writing, to completing the final report. This individual will seek grant support from individuals, corporations, foundations, and government agencies in support of MOCAD's exhibitions, education programs, and general operations. The Grants + Foundation Relations Manager will also manage all administrative duties pertaining to fundraising, like overseeing the grants calendar and managing contacts and donations in our donor software, DonorPerfect. As needed, this individual will assist with MOCAD's individual giving campaign and membership program.

Classification

Status: Full-time, Exempt.

Compensation Range

\$45-50K

Schedule

Monday-Friday; some evening and weekend hours as needed. In-office vs at-home schedules are staggered at present due to pandemic safety guidelines. When it is safe to resume public programs, this role may require some adjustment to cover programs on evenings and weekends as needed.

Key MOCAD Relationships

Supervised by: Director of Development

Key MOCAD relationships: Curatorial Department Members – Assistant Curator, Susanne Feld Hilberry Senior Curator; Programming Department Members – Programs Manager, Curator of Youth Programs, Business Operations Department Members – Business Operations Manager, Deputy Director, Executive Assistant

Role Responsibilities:

Grants Management

- Research possible funding opportunities from state and federal agencies, public corporations, private foundations, and individuals



- Develop, write, and submit grant requests - including letters, proposals, budgets, and presentations - to foundations and other grant-making organizations, persuasively communicating MOCAD's mission and programs to potential funders
- Ensure grant compliance by fulfilling gift agreement and writing reports
- Maintain a grants calendar spreadsheet tracking proposal and report deadlines, and submission data
- Participate in in-take meetings with curators and program directors to gather information on MOCAD's programmatic activities and goals, and the status of grant-funded projects
- Coordinate program evaluation as needed for grant reporting
- Work with the Business Operations Office to develop, track, and report on grant budgets

General Development

- Establish and maintain personal contact and relationships with funder contacts
- Update donor profiles in DonorPerfect by managing biographical and financial data
- Oversee MOCAD's annual fund campaign and complete individual giving fulfillment
- Lead the production and distribution of all donor communications, including appeal and acknowledgment letters, internal annual reports, and foundation e-newsletters
- Assist with the design and development of donor acknowledgment on MOCAD's website, donor wall, social media, press releases, and marketing materials for grant-funded projects
- Keep MOCAD up to date and registered on SAM.gov, Guide Star, SMU Data Arts (programming information only)
- Other departmental duties as assigned

Required Skills and Experience

- Interests in contemporary art and culture
- Bachelor's degree in communications, English, professional writing, or a similar major preferred
- 3+ years of successful grant writing experience
- Excellent written and oral communication skills
- 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);

Desired Skills and Experience

- BFA or BA in a relevant field, or equivalent experience.
- Knowledge and understanding of organizational accounting/financial procedures.
- Familiarity with DonorPerfect and Google Calendar a plus
- Reliable transportation for running errands and attending off-site meetings, programs, and events on behalf of the Museum (mileage reimbursed.)

To apply for this role, please email your resume and cover letter as a PDF to jobs@mocadetroit.org by July 31, 2022. Unfortunately, we are unable to respond to inquiries about hiring or this position.