



OUR COMMUNITY | OUR STORY

Job Description | *Grants & Development* *Coordinator*

STATUS: Full-time, Exempt (Salary)

HOURS: 40 Hours per week

REPORTS TO: Director of Advancement

DATE: August 2018

SUMMARY OF POSITION

Under the direction of the Director of Advancement, the Grants & Development Coordinator will research, write, and submit grant proposals and Letters of Intent (LOIs) in a timely manner and assist with reports, submissions, and management of San Diego History Center's (SDHC) grant database. The Grants & Development Coordinator will persuasively communicate SDHC's mission and programs to potential funders, and develop lasting messaging for future proposals as well as produce final granting reports ensuring proper grantor stewardship. The Grants & Development Coordinator will maintain a calendar of deadlines and communicate them to necessary team members in a timely fashion. Additionally, this position will work closely with all the departments at SDHC. The Grants & Development Coordinator must provide excellent customer service and is an advocate for SDHC while interacting with the public to advance the organization's culture of philanthropy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work collaboratively to write and submit timely foundation, corporate, and government LOIs and grant proposals. Provide necessary reports, and supporting grant documents with other team members
- Collect, analyze, and report data on programs funded by grants
- Research and identify new private, foundation, government, and corporate funding opportunities
- Create and maintain current accurate and compelling grant proposal templates and programmatic narratives
- Maintain grants database, calendar, dashboard, and all grant related files both paper and electronic
- Provide stewardship to current grantors and written updates to grantors, as directed
- Create and steward relationships with foundations, corporations, and government funders and serve as a liaison to funding agencies as needed
- Assist multiple departments as needed/requested

Allocation of Responsibilities

- 70% grant writing, research, grantor stewardship activities
- 30% development related administrative functions, reporting, grant database management, other duties

REQUIREMENTS

- Minimum five (5) to seven (7) years' experience as a grant writer preferably within arts and culture organizations
- Proven record of grant awards and able to monitor and meet income goals
- Able to work well in a team environment, handle multiple assignments, and meet deadlines
- Excellent writing skills, with attention to detail and accuracy
- Excellent oral communication skill and good interpersonal skills
- Excellent research and organizational skills
- Ability to collaborate with others to gather information for proposals and support organizational goals
- Working knowledge of museums and education programs in arts and culture
- Adherence to the highest ethical standards as relates to fundraising and AFP guidelines
- Strong command of fundraising software, Blackbaud Altru fundraising software preferred
- Ability to use independent judgment to resolve situations as they arise
- Proactive attitude, creative and strategic thinker

WORK ENVIRONMENT

- Museum and exhibit spaces
- Office environment

PHYSICAL DEMANDS

- Walking, sitting, standing
- Climbing stairs
- Repeated adjustments to varied lighting conditions and changing physical space conditions as would be expected in a museum setting; some spaces will have varied climate controlled conditions

ADDITIONAL RESPONSIBILITIES

- Valid CA Driver's License and reliable transportation with proof of liability insurance

EEO STATEMENT

SDHC believes that equal opportunity for all employees is critical to our continuing success. In accordance with state and federal law, SDHC will not unlawfully discriminate against any employee or applicant for employment on the basis of religion, race, color, national origin, ancestry, disability, marital status, gender, veteran status, sexual orientation, age, medical condition, registered domestic partner status, or any other basis protected by state or federal laws. Opportunity is provided to all employees based on qualifications and job requirements. When necessary, SDHC makes reasonable

accommodations for disabled individuals who request an accommodation in accordance with state and federal laws.

DISCLAIMER

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.