

THE CHILDREN'S MUSEUM OF MEMPHIS

GRANT WRITER

Overview

The Children's Museum of Memphis (CMOM) is seeking an experienced development professional looking for an entrepreneurial and empowered opportunity to help build the development function and capacity of a beloved civic institution dedicated to offering rich learning opportunities for children through play.

CMOM, accredited by the American Alliance of Museums, is 30 years old and has steadily built its hands-on exhibit and programmatic offerings over many years and engages over 250,000 visitors annually, including over 6,000 membership households. During this time, it has benefited from the generosity of hundreds of individuals, families, corporations and foundations who have supported its growth and mission through their donations of time and money. Under the leadership of the Executive Director, the development team is focused on building its capacity to steward thoughtfully its long-time supporters as well as engage new individuals, families and organizations in its cause.

Grant Writer Position

The primary role of the Grant Writer is to research, develop, write, submit, track and report grant requests. The Grant Writer will present CMOM's mission and impact in writing to effectively secure financial support from foundation (corporate, family & private) and government funding sources. Primary responsibilities include prospect identification and research, preparation of original proposals and reports, and donor stewardship. The Grant Writer must work cross-departmentally to increase contributed support and advance museum priorities. Excellent oral and written communication skills are essential. Must be able to juggle multiple projects and meet strict deadlines.

Essential Duties & Responsibilities

- Identify, research, and analyze likely grantors for CMOM operations, exhibits, programs, events, outreach initiatives and other museum priorities
- Seek and secure grant awards ranging from \$1,000 to \$100,000 and above to meet fundraising goals
- Work with Development Manager and cross-departmentally to match prospective funding sources and their respective priorities with museum priorities
- Draft compelling grant proposal narratives for general operating and restricted grants
- Write and manage all aspects of grant administration from concept, inquiry, proposal, acknowledgement and final report, meeting funder guidelines and due dates
- Maintain and steward positive relationships with past, current and prospective grantors and donors in conjunction with Development Manager
- With the Development Manager, create and maintain a grants management process

- Develop and maintain a grants calendar and a library of financial and museum materials that support requests for funding
- Work cross-departmentally to ensure grant-funded projects are on-track and that obligations are fulfilled within the terms of the grant, including any benefits
- Prepare and submit financial reports and ROIs for grantors according to contractual obligations and by due date
- Ensure on-going thank you and gift acknowledgement process in addition to maintaining donor database as a relevant tool for analyses and donor stewardship
- Assist with other donor stewardship and fulfillment, tracking/acknowledgement of gifts, and managing donor accounts and database as needed
- Assist with other fundraising events and development campaigns as needed
- Other duties may be assigned to meet fundraising goals and business needs

Qualifications/Requirements

- Bachelor's degree required (English, Communication, Marketing, Public Relations or related majors recommended)
- Three to five years of experience working in development with an emphasis in grant writing and with high success rates
- A proven track record of achieving financial goals
- Highly organized, able to multi-task, and able to work in a fast-paced, results-oriented environment
- Demonstrated flexibility in meeting shifting demands and priorities
- A high degree of creativity, energy and initiative
- Superior oral and written communications skills, able to influence others to understand and support the mission.
- Proficient in current office software such as Microsoft Office, Word, Excel, and PowerPoint as well as the use of databases (Versai experience not necessary, but a plus)

Reports to: Development Manager

Job Classification: Salaried full-time, exempt

This is a salaried, full-time position eligible for company benefits including health insurance, paid vacation, and participation in a retirement plan. Salary will be competitive and commensurate with experience and skills.

Physical Demands & Work Environment

Employee may be required to lift and/or move up to 25 pounds. Employee duties may require kneeling, crouching and standing for extended periods of time. Position requires occasional work in the evening and on weekends interacting with donors at events, tours of the Museum, and/or meetings. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Interested applicants should send resume, cover letter, 3 professional references and a list of successful grants including award amounts to: jobs@cmom.com .

Disclaimer: The job description in no way states or implies these are the only duties to be performed by the Grant Writer. CMOM reserves the right to update, revise, or change this job description and related duties at any time.

THE CHILDREN'S MUSEUM OF MEMPHIS IS AN EQUAL OPPORTUNITY EMPLOYMENT EMPLOYER.