



JOB ANNOUNCEMENT

POSITION:	Grants Writer
SALARY:	Commensurate with experience
TIME & BENEFITS:	25 hours/week, contractual
REPORTS TO:	Development Director

ESSENTIAL FUNCTIONS:

The Northwest African American Museum seeks an experienced and dedicated Grants Writer. This position provides leadership for all matters relating to our grants portfolio including identification of funding sources, proposal development and submission, contract negotiation, award issuance, and post-award administration. This professional position will be the hub for a collaborative process of proposal development that includes working with curatorial, education, marketing, and development staff members as well as the Executive Director to research, plan, develop and write effective funding proposals. The Grants Writer will exemplify professional standards, strong communication skills, exemplary customer service, and a collegial, positive attitude.

Primary Responsibilities

Planning, Reporting, and Donor Database

- With input from Development Director and Executive Director, create the annual work plan forecasting grant applications, reporting due dates for active grants, professional development opportunities, and all applicable deadlines and planning benchmarks
- Maintain and regularly update an annual grants calendar in Outlook to ensure timely submission of grant applications and reports
- In coordination with the Development Director, maintain accurate funder records in Little Green Light donor database, as well as physical and digital grant files
- Monitor funder acknowledgements and recognition

Grant Research

- Conduct weekly grant research on prospective funders including foundations, corporations, organizations and government agencies using a variety of methods including grant database research, reviewing funding sources of peer institutions, etc.
- Report on grant research findings at weekly Development Department meeting. For viable funding opportunities, provide overview of opportunity, potential NAAM program matches, and grant deadlines/requirements.
- Maintain institutional membership/subscription to grant databases as appropriate.

Grant Writing

- Conduct the full range of activities required to research, prepare, submit, and manage grant proposals to private and public sources
- Research grantor rules and regulations and develop policies, procedures and tools for compliant program implementation
- Provide stewardship to current grantors including the tracking and reporting of progress using specific metrics

- Work with the Development Team to align efforts and set goals
- Acknowledge grantors through public and private recognition
- Assertively design and implement plans for crafting proposals based on collaboration with program staff including timelines, outlines of information needed from each department, opportunities for input by program staff and senior leadership, crafting persuasive cases, and final review
- Develop and synthesize content and supporting arguments for grant proposals through literature reviews, key constituent interviews, and review of past proposals and reports
- Develop and maintain ongoing working knowledge and real-time awareness of NAAM's current initiatives and objectives
- Complete and submit all required reports for active grants in a timely fashion

Other Duties

- Provide general administrative support for the Development Department as requested
- May supervise grant-writing volunteers or interns
- Other duties as assigned

Essential Qualifications

- B.A. degree in a related field, with preference for a graduate degree in a related field experience
- Demonstrated track record of successful grant writing with a minimum of 2–3 years' professional experience in nonprofit fundraising and have shown an ability to secure grant funding while meeting development objectives
- Excellent writing, speaking, interpersonal, organizational, and problem-solving skills; and computer literacy
- Excellent donor cultivation skills

Skills

- Excellent writing, analytical, research, speaking, interpersonal and customer service skills
- Candidates must be self-motivated, detail oriented, and highly organized
- Working knowledge of integrated donor database software required; familiarity with Little Green Light donor database is desirable
- High level of computer literacy, including familiarity with fundraising databases
- Ability to work on a wide range of projects independently and collaboratively and with a diverse audience
- Passion for and understanding of the museum's mission, vision and values
- Positive, "can-do" attitude, flexibility, teamwork; high degree of initiative
- Ability to create timely programmatic reports that reflect performance
- Ability to manage process, deadlines and budget while adhering to the policies and procedures of the organization

To be considered for this professional opportunity, send cover letter and resume to LNDebar@naamnw.org