Job Title
Foundation and Major Gifts Manager

Employment Status
Full Time

Employment Category
Exempt

Department
Development

Reporting Responsibility
Director of Development

Position Summary
Reporting to the Director of Development, the Foundation and Major Gifts Manager is a key revenue-producing member of the Museum’s development team. This position is responsible for all aspects of securing funds in support of the annual operating budget and currently, our ongoing capital campaign. These major gifts are solicited from foundations (local, regional, and national), government entities, some (national) corporations, and other relevant agencies. With guidance from the director of development, this position is responsible for building the strategy of a major donor giving program and actively searches for and cultivates new sources of revenue. This role provides full lifecycle editing and writing for grant submissions, including managing timelines, collecting data and information from various sources, editing documents, and coordinating with various departments and support staff involved in the submission.

Major Duties
1. Develop letters of inquiry and proposal packages, including writing narratives, gathering budgets, and all other required attachments, complying with all required guidelines and deadlines.
2. With support staff, gathers the necessary information to ensure proposals and reports are comprehensive and compelling.
3. Coordinates grant accounting and financial reporting with finance department to ensure compliance with the terms and conditions of the award.
4. Manages contracts/grant agreements and maintains departmental grants calendar to ensure all deadlines are met and all grant requirements are fulfilled.
5. Help create and execute strategies to sustain and grow a base of foundation, corporate and individual donors. Maintain existing strong relationships and actively cultivate new ones.
6. Develop and implement a comprehensive strategy and plan to secure funds from foundations (local, regional, and national) and local/state/federal agencies. This includes prospective research, identifying new potential grant opportunities, and relationship building.
7. With support staff, produce and submit follow-up reports.
8. On behalf of the Museum, serve as primary contact and sole editor of grant application portals.
8. Participate in major donor cultivation by attending foundation meetings and various social engagements.
9. Utilizing ALTRU, maintain a timeline of current and prospective donors.
10. Maintain strict confidentiality of the development office information as instructed; requires high integrity, courtesy, and discretion towards sensitive information.
11. Adheres to policies and procedures as stated in the Employee Handbook.
12. When interfacing with the public, ensures all visitors to the Museum have a positive experience. Is knowledgeable about Museum activities, services and layout and willing to assist any visitor.
13. Perform other duties related to the office of development, as required.

Minimum Qualifications
Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates who do not necessarily have all the qualifications but possess sufficient drive, talent, and experience.

- Must have a proven track record of experience in writing and managing end-to-end, local and national foundation grants, government grants, and major gifts.
- Hold a four year or relevant degree such as a bachelor's and/or master's degree in writing, English, journalism or commensurate, relevant experience.
- Possess three to five years of relevant professional experience in grant-writing and persuasive communications with a nonprofit or foundation.
- Advanced and accomplished level of grammar and syntax; ability to present proposals in a clear, concise, and compelling manner.
- Exceptional ability to collaborate, communicate, and execute across functions and with all levels of employees and stakeholders.
- Embody a natural, professional skill at building and stewarding relationships with key leaders within donor organizations.
- Experienced in navigating and utilizing national grant databases.
- Experience using donor management software – preferably ALTRU.

Salary
Salary Range: Starting at $80,000
Qualifications and experience will be considered in the compensation for this position.

To Apply
Please submit a cover letter and resume via email to careers@joslyn.org. Joslyn Art Museum is an Equal Opportunity Employer, and the Museum is committed to diversity and equal opportunity in its hiring. Qualified candidates of all backgrounds are encouraged to apply for this position. Joslyn offers a competitive salary and generous benefits package.

Joslyn Art Museum is a major regional resource for the collection, preservation, and interpretation of the visual arts. Through its collections, exhibitions, and educational programs, Joslyn Art Museum seeks to foster appreciation and enjoyment of art for the benefit of a diverse regional and national audience.