

## Glazer Children's Museum

### JOB DESCRIPTION

#### **Giving Manager: Grants and Proposals**

**Salary Range: \$45,000 - \$58,000**

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#### **Position Summary**

Glazer Children's Museum is seeking a mission-driven, warm, positive, and strategic relationship-builder to join the Development Team. As a key member of the GCM team, the Giving Manager will contribute to the strategic goals of the organization by building strong donor relationships. The primary responsibility of the Giving Manager is to assist with the execution of our fund development program with a focus on our grants and contracts portfolio. The ideal candidate for the Giving Manager will be a self-directed, strategic thinker, have a committed and can-do attitude, strong adherence to efficient and collaborative grants, proposals, project management, stewardship, and be a strong team player. They will be a data-driven development professional. They will have a passion for sharing our stories, mission, and impact with the community and donors.

This is a full-time, non-exempt position reporting to the Chief Development Officer or their designee. This is a remote position with in office attendance requirement of at least twice a week for meetings, projects and/or events as scheduled. In person attendance required for all fundraising events.

#### **Essential Functions:**

##### *Portfolio & Project Management*

- Oversee the grant proposal development process, adhering to all donor timelines and requirements
- Strategically forecast and identify new funders and grant funding opportunities across all private and public sources; maintaining an up-to-date pipeline
- Coordinate donor proof of performance reporting ensuring accuracy in sharing donor impact through metrics and partnership deliverables
- Oversee the completion and submission of all portions of grant reports, quarterly monitoring, and performance reports per individual donor requirements
- Coordinate project planning and status meetings, budget set up, agreement development, assembling appropriate staffing, and communications with key internal and external partners
- Effective management of tracking portfolio touchpoints, contact reports, and other documentation
- Maintain database and files for all awards, agreements, contracts, and subcontracts, including reporting requirements and renewal deadlines
- Track and maintain donor activity within the Altru database and Monday project management systems
- Work closely with the Chief Development Officer to manage a portfolio of donor relationships, develop and coordinate grant funding proposals, donor outreach, and stewardship

#### *Donor Relations & Communication*

- Cultivate strong relationships with donors to deepen engagement and increase support
- Ensure post-gift stewardship, proof of performance reports, and donor acknowledgment

#### *Collaboration and Communication*

- Working together with a highly cross-functional team in planning, implementation, execution of programs, grants, and events.
- Working with the entire development team to accomplish fiscal goals, including events, sponsorships, grants, and other activities.
- Prepare data-based reports to measure progress, drive future success and develop suggestions to further the effectiveness of the group's engagement strategies.

#### **Non-Essential Functions:**

- This job description reflects essential functions but in no way proscribes or restricts the assignment of other tasks to this employee. This description may be changed and updated as management requires.

#### **Qualifications and Education:**

- 4+ years of experience in fundraising grant writing or professional writing
- Advocate for equity, inclusion, accessibility, and diversity
- Experience in donor portfolio management, donor relations, proposal development, and project administration
- Demonstrated ability to think strategically and to achieve results in a fast-paced, team-oriented environment
- Superior communication skills, both oral and written, as well as excellent interpersonal skills
- Candidate will be an effective listener, strategist, and planner
- A track record of building long-term donor relationships
- Successful experience in grants and proposal management
- Ability to work cross-functionally with internal and external constituents
- Proficiency with donor databases, google workspace, online donor management software, online project management tools, Microsoft Office Suite. Proven ability to learn new systems and software
- Coordination, administrative, organization, and follow-up skills/tasks must be consistently practiced

#### **Mental Skills and Abilities:**

- *Math* – Ability to calculate variables, formulas, ratio and proportion; to use practical application of fractions, percentages, and statistics
- *Reading* - Ability to read and understand technical journals, manuals, reference books, and cash reports
- *Writing* - Ability to write business letters, expositions, summaries, emails and reports using proper format and conforming to rules of punctuation, grammar, diction and style

- *Speaking* - Ability to be conversant in the principles and methods of effective and persuasive speaking and discussion;
- *Reasoning Ability* - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions; to plan work and develop procedures; to learn and/or evaluate information in order to make judgments and decisions.

### **Work Situations:**

- *Analysis* – The ability to use tools & resources to gather data and make informed decisions on their realm of responsibility and develop concise plans for implementation
- *Communication* - The ability to relate to people in situations involving more than giving and receiving instructions
- *Conflict Resolution* – ability to listen actively, relate to guests, and use empathy to resolve difficult situation. Ability to remain calm under high pressure situations
- *Direction, Control and Planning* - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be in a position to negotiate, organize, direct, formulate practices, or make final decisions
- *Feelings or Ideas* - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination
- *Influencing* - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be in a position to motivate, convince, or negotiate
- *Measurable or Verifiable Criteria* - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data
- *Performing Under Stress* - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting
- *Repetitive, Continuous* - Adaptable to performing repetitive work, or to continuously performing the same work, according to set procedures, sequence, or pace. The employee may perform work that is inherently of a repetitive nature
- *Sensory or Judgmental Criteria* - Adaptable to making generalizations, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations
- *Set Limits, Tolerances, or Standards* - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job
- *Variety and Change* – Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a job that require significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or situations constitute this factor

### **Physical Demands:**

- *Light Work* - Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects
- *Balancing* - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces
- *Carrying* - Supporting the weight of an object with hands and arms and moving from one place to another
- *Climbing* - Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms
- *Crouching* - Bending the body downward and forward by bending legs and spine.
- *Fine Motor Skills* - Picking, pinching, or otherwise working with fingers
- *Eye-Hand-Foot Coordination* - The ability to coordinate hand and/or foot motions with visual stimuli in order to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- *Handling* - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands
- *Hearing* - Perceiving the nature, intent or meaning of sounds
- *Kneeling* - Bending legs at the knee to come to a rest on knee or knees
- *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position
- *Pulling* - Exerting a force so as to move an object toward the individual.
- *Pushing* - Using upper extremities to press against something with steady force in order to move forward, downward, or outward
- *Reaching* - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects
- *Sitting* - To rest the body upright supported by the buttocks and thighs.
- *Standing* - To be upright supported by the buttocks and thighs
- *Talking* - Expressing or exchanging ideas by means of the spoken word.
- *Walking* - Moving about on foot to accomplish tasks
- *Seeing* - The ability to perceive the nature of objects by the eye. The important aspects of vision are:
  - (a) Clarity of vision at 20 inches or less
  - (b) Clarity of vision at 20 feet or more
  - (c) The ability to judge distance and space relationships
  - (d) The ability to identify and distinguish colors

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*I certify that I have reviewed and understand all of the requirements of performing this job and that I am capable of meeting each and every requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all*

*essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.*

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Signature

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Date