

Glazer Children's Museum

JOB DESCRIPTION

Giving Manager: Grants and Proposals

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, 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