

Glazer Children's Museum

JOB DESCRIPTION

Giving Manager: Grants and Proposals

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

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/in-office hybrid position, with an in office attendance requirement of at least three days a week for meetings, projects and/or events as scheduled. In person attendance is 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 a CRM 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
- Write and ensure post-gift stewardship, proof of performance reports, and donor acknowledgment letters are deployed in a timely manner.

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.
- Prepare and deliver comprehensive reports for marketing campaigns, mailing lists, and CEO requirements.
- Serve as a liaison with the accounting department, ensuring accurate financial tracking and maintaining checks and balances.
- Monitor and follow up on CRM entries monthly to ensure data accuracy and integrity.

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

Values of GCM:

- Collaboration
 - Strong “we are better together” mentality that makes for a great teammate.
 - Trustworthy individual who takes the responsibility of representing the department, the museum, and its ideas at all times. Puts the museum first in all work related decisions and situations.
- Play and Experimentation
 - Ignite a shared passion for the power of play by engaging children, families, and the entire community.
 - Committed to lifelong learning
 - Understands that the role they play is to serve as an ambassador for play and the Glazer Children’s Museum and conducts themselves in a manner that is both fun and professional.
- Equity and Inclusion
 - Advocate for equity, inclusion, accessibility, and diversity - treats all people with respect and dignity.
 - Identify and remove barriers, so every child and family has access to powerful play and feels welcome

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.

Signature

Date