Grants and Development Manager Job Description

The Grants and Development Manager plays an essential role in revenue development to advance the mission, vision, and strategic priorities of the Experimental Station. The position is responsible for researching prospects, writing proposals, reporting grants, maintaining our donor database (SalesForce), assisting with donor identification and solicitation, and other duties related to strengthening financial capacity to advance the mission. This position requires excellent writing and organizational skills, self-motivation, and critical thinking. The Grants and Development Manager works with and under the direction of the Executive Director.

Essential Functions

- Write, assemble, and submit competitive grant applications, meeting all required deadlines.
- Work with program managers to assemble reporting data, and prepare and submit funder reports, meeting all required deadlines.
- Maintain a working knowledge of our programs, institutional history, strategic priorities, and funding opportunities.
- Follow significant developments and trends in youth programming, arts incubation, food access, and multidisciplinary place-making.
- Manage our master grant calendar, and ensure timely submission of high-quality letters of inquiry, proposals, and reports.
- Monitor changes to grant submission portals and procedures and ensure ongoing compliance with donor and funder requirements.
- Manage the Board’s Engagement Committee, including managing Engagement Committee communication and working closely with the Executive Director and Board members to expand and strengthen Engagement Committee support.
- Work with the Executive Director, Board, staff, and other supporting committees to identify and research prospective individual donors and funding opportunities that advance strategic priorities; and support fundraising events and campaigns.
- Work with Finance and Communications to ensure timely and accurate financial reporting and timely production of fundraising and reporting materials and communications.
- Maintain SalesForce donor database, and support donor communication and solicitations.

Leadership Competencies

In order to perform the job successfully, the individual should demonstrate:

- Strategic Agility - Sets goals and implements strategies in the midst of a complex, uncertain, and changing environment; thinks innovatively to improve processes and services; inspires innovative thinking and helps the organization adapt to change and face adversity.
- Communication - Delivers honest, clear, persuasive, and timely information; collects (i.e., actively listens) and synthesizes information; communicates in a professional, inclusive, and respectful way; communicates appropriately and effectively to various stakeholders (e.g. participants, staff, partners, funders); represents Experimental Station externally with the power to inspire and influence others.
• Self-Motivation – Sets and meets goals and deadlines with limited supervision; holds themselves accountable for carrying out the functions of the position.
• Teamwork & Collaboration – Adopts a team approach; welcomes a social environment that embraces diverse perspectives and people; engages in critical thinking to balance differing views; is able to engage with and contribute to the broader Experimental Station community.

Qualifications
• At least three years of successful grant writing experience and proven ability to secure government and/or private funding.
• Bachelor’s degree preferred with an emphasis in nonprofit management, fund development, public relations, technical writing, communications, or a closely related field.
• Exceptional oral and writing skills, including the ability to adapt writing style as appropriate.
• Ability to organize and manage multiple tasks simultaneously and meet deadlines.
• Comfort researching prospects and identifying new grant and funding opportunities.
• Ability to analyze information, research a variety of sources (including online sources), and think innovatively to identify and resolve problems or issues.
• Proficient in MS Office and Google suite; proficiency in Salesforce or ability to learn.
• Self-motivated, detail oriented and highly organized.

Accessibility
While the first floor of Experimental Station is ADA accessible, as are the restrooms, the offices are on a non-ADA accessible second floor.

It is the policy of Experimental Station to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.