Part-Time Grants Manager
San Jose Museum of Quilts & Textiles

San Jose Museum of Quilts & Textiles is seeking, with immediate effect, a part-time grants manager with a proven track record of development in non-ideally in the arts sector. The position will run for six months or until a permanent Director is appointed, whichever comes first, with the possibility of an extension beyond this time.

The person hired for this position will play an integral role in revenue generation by coordinating fundraising strategies, including the identification of grant opportunities, taking leadership role in grant writing and contributing to related development work. The successful candidate will work closely with the Interim Director and the Membership Coordinator to implement the museum’s development and fundraising plans.

This Part-Time Grants Manager position is a remote, part-time (20 hours a week) role requiring computer access to reliable high-speed Internet connection. Occasional travel to the museum for events or in-person collaboration with colleagues will be required.

Salary is commensurate with experience. For tax reasons, this role requires residency in the United States.

San Jose Museum of Quilts & Textiles is a small, forward-looking and innovative museum located in downtown San Jose, at the heart of Silicon Valley. The mission of museum is to share and celebrate the art and culture of textiles. It connects artists and makers with the community at large to explore and experience the global culture, historical significance, and evolution of fiber arts through dynamic exhibits and interactive public programs. More information is available on the website.
The role is comprised of the following main areas of focus:

**Grant Writing:**

- Identify grant opportunities and work with Interim Director and colleagues to develop strategies for successful applications
- Track grant applications and opportunities, deadlines, etc.
- Work with Interim Director to track grant funds, ensure compliance, prepare reports and provide insights based on findings in our data
- Enhance and strengthen the museum’s existing framework and procedures

**Development:**

- Support overall fundraising plan with interim Director and Membership Coordinator
- As needed, partner with Development, Marketing and Social Media staff to create content for fundraising campaigns
- Assist in finding new avenues of funding sources including individual donors and sponsors in addition to growing corporate funding / matching opportunities

The selection committee identifies the following key skills and experience to be desirable:

**Knowledge, experience and skills:**

- Bachelor’s degree and 3-5 years of relevant experience or combination of education and experience.
- Understanding of foundation and government grants submission and tracking processes
- Familiarity with planned giving programs
- Exceptional interpersonal, organizational, and written communication skills
- Excellent critical thinking, and strategic planning skills
- Strong computer skills including experience with the Microsoft Office suite including Excel and Google drive
- Experience with CRM and project management platforms
Personal Characteristics

- A passion for philanthropy, broad experience in development, and enjoys creating and implementing opportunities for giving
- Self-directed with a preference for attention to detail
- Thinks strategically and holistically
- Ability to articulate compelling messages for support, both verbally and in writing
- Tact, diplomacy and a cultural sensitivity that contributes to a work environment that values respect for others and is productive, engaging, and supportive

We invite you to submit a resume and cover letter, one writing sample and the names of two referees to Careers@SJQuiltMuseum.org.

Applications will be accepted until position is filled and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

The San Jose Museum of Quilts & Textiles is committed to building a culture that provides professional development and ongoing reflection on eliminating bias and inequity in our work. We support hiring and collaborating with a diversity of staff, artists, educators and administrators who are demographically representative of the communities we serve and ensuring equity in their work.