JOB DESCRIPTION
Grants Coordinator

Reports to: Director of Development & Communications

Status: Full time, Non-Exempt

Mission and Description of the Metal Museum

The Metal Museum is the only museum of its kind in the country dedicated to preserving, promoting, and advancing the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections, studio practice, and community education and engagement. The permanent collection and exhibition program reflect a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry and architectural elements. With its unique focus on artwork and fine crafts made in metal, the Metal Museum helps initiate and promote dialogue and understanding of the field and its relevance in our modern culture.

Purpose

To provide administrative and logistical support to the Museum’s initiatives regarding development and fundraising. This position will work closely with all departments of the Museum to assist in the development of every constituent’s relationship with the Metal Museum.

Essential Functions and Responsibilities

Grant Management:

- Conduct research on corporations, foundations, organizations, and government granting agencies to identify potential funders.
- Cultivate funders through regular email and phone communications, and in-person meetings as needed in collaboration with the Director of Development & Communications and the Executive Director.
- Compile necessary information and materials for the grant application process through collaboration with other departments, database research, etc.
- Solicit grants and sponsorships. Draft concept papers, proposals, presentations, and reports as needed.
- Manage all funded awards and ensure project expenses are properly tracked and all grant deadlines are met.
- Oversee and implement stewardship strategies for corporate and foundation funders, including sponsorship fulfillment in collaboration with the Director of Development & Communications.
- Provide analysis and reports to track progress toward fundraising goals.
- Develop and maintain master files on grants and paperwork connected to programs funded by grants.
- Maintain updated records for institutional funders in the fundraising database (eTapestry).
- Coordinate with the Marketing department on grant and sponsorship related activities, including but not limited to annual reports, funder recognition, and other outreach materials.
- Maintain knowledge of Museum programs and initiatives. Must be able to write a strong case for support to funders.
- Attend appropriate and important community, civic, and social events/activities.
- Performs other duties as assigned within the scope of responsibility and requirements of the position.

Institutional Responsibilities:

- Support the Museum’s mission, vision, values, strategic plan and institutional DEAI initiatives.
- Commit to a positive organizational culture based on mutual respect, cooperation, and openness to other’s perspectives.
• Represent the Museum at a variety of programs and functions.
• Other responsibilities may include, but are not limited to, greeting guests and acting as an attendant for the galleries; monitoring cleanliness of the buildings; and assisting with events

Qualifications & Qualities of the Ideal Candidate

• Associate degree required; Bachelor’s degree preferred
• 3 years grant writing and management experience preferred
• Interest in working in fundraising, administration, management, non-profit management, or related discipline
• Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations preferred
• Thorough understanding of local, state, and federal funding sources and the ability to locate potential sources for funding preferred
• Genuine interest in museums and visual arts strongly desired.
• Ability to work with a diverse array of people, including Museum guests, supporters, clients, vendors, volunteers, and staff, in both large and small groups
• Must be culturally competent to work with individuals and groups from diverse racial, religious, ethnic, educational, ability, and socioeconomic backgrounds, as well as members of the LGBTQ and gender non-conforming communities
• Strong written and verbal communications skills
• Meticulous attention to detail
• Excellent organizational and project management skills that reflect ability to prioritize and coordinate multiple projects while meeting deadlines.
• Proficiency in Word, Excel, POS systems, and database systems or ability to quickly learn systems is required
• Good judgement and skills in diplomacy.
• Ability to monitor own work to ensure quality and accuracy

Physical Requirements
The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to stand, walk and/or sit for long periods of time. They must have physical dexterity and the ability to carefully handle objects, as well as the ability to lift and move items of various weights and sizes. Positions have occasions to lift and/or move objects of 15-20 lbs.

Hours, Compensation, and Benefits
The work week for this position is Monday through Friday, 9:30AM – 5:00PM, with rotating Sundays every four weeks. Additional hours (nights and weekends) may be required. All full-time staff are expected to be available to assist with Museum events. All Museum staff must be available the week of Repair Days, which is held annually in the fall.

The salary for this position starts at $40,000. Salary is contingent on experience and ability. Benefits include health insurance and a 3% Simple IRA employer match after 2 years of employment.

To Apply
Send a cover letter detailing fit and interest in position, resume, and three references to Quamesha Brown, at quamesha@metalmuseum.org. Please reference “Grants Coordinator” in the subject line. A writing sample may be requested as part of the interview process. **Please, no phone calls.**

The Metal Museum is committed to building a culturally diverse staff and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We strongly encourage LGBTQIA+ individuals, people with disabilities, Black, Indigenous, and people of color to apply.