

CAREER OPPORTUNITY

GRANTS COORDINATOR

Art & History Museums – Maitland (A&H) seeks a dynamic Grants Coordinator to lead the institution’s endeavor to identify, solicit and retain grant funding to maintain financial sustainability.

INSTITUTION OVERVIEW

The mission of Art & History Museums - Maitland (A&H) is to foster an appreciation for art and history through immersive experiences that celebrate Maitland’s diverse cultural heritage and preserves the community’s legacy embodied in Jules Andre Smith’s Research Studio, our National Historic Landmark. Through a unique architectural environment and inspirational programming, A&H stimulates thought, sparks the imagination, enriches the spirit, and fosters appreciation in art, history and preservation. A&H provides an immersive cultural heritage experience throughout its two historic campuses serving children, adults, artists and historians. Activities include artist residencies, artists' studios, contemporary art exhibits, professional art instruction, interactive history exhibitions, hands-on history programs, lectures, films, special events, and more.

In partnership with the City of Maitland, A&H currently operates five museums: the Maitland Art Center, the Maitland History Museum, the Telephone Museum, the Waterhouse Residence Museum and the Carpentry Shop Museum. The Maitland Art Center, originally known as The Research Studio, is metro Orlando’s only National Historic Landmark.

JOB SUMMARY

The Grants Coordinator is a key member of the Advancement Team responsible for working with the organization’s leadership to raise funds from government and non-government grants for the advancement of the mission through financial sustainability.

DUTIES:

- Under supervision of the Executive Director, the Grants Coordinator will research, plan, implement, evaluate and manage all grants from government agencies and non-government organizations, including private foundations. Task including, but are not limited to:
 - Researching, identifying, cultivating, and retaining funding sources;
 - Obtaining required information and materials for grant applications;
 - Writing and submitting grant applications;
 - Managing grant contracts and submitting reports; and
 - Serving as liaison to funding entities.
- Assist the Executive Director and Advancement Team with other areas, such as:
 - Annual appeal;
 - Fundraising events;
 - Major gifts and planned giving programs;
 - Membership program; and
 - Corporate sponsorships.
- Assist the senior leadership team with all capital campaigns and endowment campaigns;

- Collaborate with all staff for special funding needs of all budgeted projects and activities;
- Train, supervise and retain volunteers to assist with development support activities;
- Oversee budget accounts for related activities;
- Maintain all physical files, digital files and databases of the development activities including, but not limited to, lists of donors and members; and
- Complete other duties as assigned by the Executive Director.

QUALIFICATIONS:

- At least four (4) years of successful experience with grants management, including the knowledge and skill sets necessary for grants management systems and tools, such as Patron Manager;
- Experience with fundraising events desirable;
- Experience with annual appeals helpful;
- Knowledge of memberships, major gifts, planned giving and sponsorship programs helpful;
- Superior written, verbal, and interpersonal communication skills;
- Outstanding analytical skills, problem solving skills, and presentation skills;
- Proven project-management skills with the ability to achieve results with nominal supervision;
- Excellent attention to detail;
- A team player with a strong work ethic who can develop a positive and highly productive work environment while maintaining flexibility;
- Ability to successfully interact and collaborate with key stakeholders to achieve results;
- Ability to prioritize, multi-task efficiently and respond to a high volume of ongoing requests in a timely fashion to meet deadlines;
- Ability to continually develop skills related to use of rapidly changing technology and communications best practices;
- Ability to adapt and be flexible in a dynamic work environment;
- Demonstrated success in working with a culturally diverse community;
- Proficient computer skills, including e-mail, Internet, and Microsoft Office, such as Word and Excel;
- Physical ability to lift objects weighing up to forty pounds (40 lbs.) and to sit up to ninety percent (90%) of the work day;
- Must be available for a flexible schedule that includes some evenings and weekends; and
- A minimum of a bachelor's degree from an accredited college/university in a related field required.

HOW TO APPLY

Apply in confidence via email to HumanResources@ArtAndHistory.org. Please send cover letter, résumé (.pdf preferred), and names of three references with contact information. In cover letter, please address professional museum experience in relation to primary position duties. Review of applications will remain open until the position is filled. Please, no phone inquiries. Art & History Museums – Maitland is an equal opportunity employer.

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