

## **POSITION DATA**

**JOB TITLE:** Senior Manager, Grants

**DEPARTMENT:** Institutional Advancement

**REPORTS TO:** Director, Institutional Giving

**DATE:** August 2022

## **POSITION OVERVIEW**

The Senior Manager, Grants reports directly to the Director, Institutional Giving working primarily with a portfolio of five and six-figure fundraising gifts from private and corporate foundations and government agencies, in support of the 9/11 Memorial & Museum. Support will be sought in four key areas of programmatic focus: Honoring through Commemoration, Understanding the Ongoing Repercussions of 9/11, Educating a New Generation, and Building a More Secure World. The person in this role will support the Director, Institutional Giving in the management of existing grant support, identification of new opportunities through research, proposal writing, reporting, and development of supporting materials to achieve fundraising goals and grant deliverables. This position will also work closely with teams across the organization, including the Office of the President, Museum Programs, Finance, and Government and Community Affairs, to holistically coordinate grant-seeking efforts.

## **ESSENTIAL FUNCTIONS**

- Manages the reporting process for current grants, including tracking deadlines, writing narrative reports, and working with members of the program team to analyze data and report on project activities and impact.
- Writes proposals for new and renewed funding from national and local institutional philanthropic partners.
- Researches and builds a pipeline of prospective funders and grant opportunities, including foundation, and government funders.
- Contributes to the strategic development of and fundraising around the Memorial & Museum's key funding priorities with an emphasis on new foundation and government sources.
- With deep familiarity of programmatic initiatives and opportunities, collaborates with internal departments to effectively gather information necessary for the development and submission of grant and funding proposals.
- Regularly participate in key, organization-wide dialogues to identify areas of fundraising opportunities across relevant strategic and other initiatives.
- Collaborates with the museum program teams to write concept papers describing new and existing initiatives and partnership opportunities.
- Prepares necessary collateral materials to support fundraising initiatives.
- Solicits foundations and other prospective donors/sponsors in support of three signature annual fundraising events: 5K Run/Walk and Community Day, Annual Benefit Dinner and Annual Summit on Security.

## **VOLUNTEER REQUIREMENT**

- Participates in the Annual 5K Fundraiser and 9/11 Commemoration, as assigned.
- Assists with other special projects and events in support of 9/11 Memorial & Museum, as assigned.

## **QUALIFICATIONS/SKILLS REQUIREMENT**

- Bachelor's Degree required.
- Minimum 4-6 years of successful institutional fundraising, preferably at a cultural institution or relevant non-profit organization, leading to major support from foundations, corporations, and government agencies.

- Proven and demonstrated relationship-building and solicitation skills.
- Ability to persuasively communicate and articulate the mission of the foundation to internal and external audiences, including via pitch presentations and VIP tours.
- Must be able to work closely and collaboratively with other members of the Institutional Advancement team and integrate efforts with solicitation around a diverse range of fundraising programs, events, and donors.
- Team player who exhibits sound judgment in communication style and overall approach with staff and external stakeholders.
- Demonstrated track record in the grant seeking process, preferably for cultural institutions.
- Excellent written and oral communication skills.
- Strong computer skills - proficiency in full Microsoft Office suite application required and experience with Raiser's Edge preferred.

#### **HOW TO APPLY**

- Include position you are seeking in the email subject field.
- State the location where job posting was seen.
- Send resume, cover letter, and one writing sample to [911mmiajobs@911memorial.org](mailto:911mmiajobs@911memorial.org)

The National September 11 Memorial and Museum (9/11 Memorial & Museum) is an equal opportunity employer. Applicants who meet the qualification requirements of the role will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

The National September 11 Memorial & Museum (9/11 Memorial & Museum) is committed to an organizational culture that supports and reinforces our values regarding diversity, equity, inclusion, and accessibility (DEIA). We seek to build a collaborative, open, and equitable space where staff want to be, knowing that their contributions, professional expertise, and distinct voices are valued and respected. We encourage and celebrate an inclusive environment where candor and participation, when it comes to sharing ideas and collaborative problem-solving, are welcomed regardless of one's role at the Museum or background.

Reasonable accommodations may be made to qualified candidates, during the interview process, to enable individuals with disabilities an opportunity to interview.

Effective April 30, 2022, the National September 11 Memorial and Museum (9/11 Memorial & Museum) requires all eligible employees be fully vaccinated and boosted against COVID-19 as a condition of employment and provide proof of such vaccination prior to their joining the institution.