

Briscoe Western Art Museum – San Antonio, Texas

Position Description

Grant Writer

Reports To:	Head of Development
Fair Labor Standard Act Status:	Contract position
Department:	Development

POSITION SUMMARY

The Grant Writer is responsible for identifying and securing grants for the Briscoe Western Art Museum through corporate partners, foundations, government entities, and various external funding sources. This candidate will develop and write grant proposals and reports to attract new funders and retain existing funders. Responsibilities include identifying grant opportunities, managing the grant development and proposal process, and collaborating with customers/clients. Candidates must possess excellent verbal and written communication skills, a professional and resourceful demeanor, the ability to work both independently and as a team player, and a desire to take initiative and manage numerous projects simultaneously.

ESSENTIAL FUNCTIONS

- Collaborates with the Head of Development to develop and implement comprehensive fund raising plans, objectives and goals.
- Develops grant proposals and compliance reports in a timely manner that focus on the mission and interest of both the Museum and funding organizations.
- Work closely with program staff to develop proposals that reflect the needs of the museum.
- Work closely with Finance to develop proposal budgets and financial reports.
- Use available grant databases and announcement list-serves to identify foundation and government call for proposals and grant opportunities that are relevant to the Museum's mission
- Establish and maintain positive relationships with foundation and government funders.
- Manage grants calendar that includes both internal and external deadlines for letters of inquiry, proposals and reports and ensure that the calendar is up-to-date and located in an accessible shared server, available via a web browser.
- Inform program and executive staff prior to beginning work on the application.
- Draft and edit all aspects of the proposal, in collaboration with the Head of Development, Finance and relevant program staff.
- Assemble all required grant application documents and submit them as required by the funder. Do the same for required grant award compliance reports.
- Maintain complete and timely files for all grants, contracts, compliance reports.
- Compile and edit report to communicate department's initiatives to senior leadership and the board.

QUALIFICATIONS

- Bachelor's Degree required. Bachelors or Masters in Public Administration preferred.
 - Demonstrated experience in obtaining grants from non-profits, charities, and other organizations
 - Excellent verbal and written communication skills required
 - Ability to understand and follow specific instructions and guidelines.
 - Attention to Detail: Ability to pay close attention to detail in order to ensure the completeness and accuracy of work performed by oneself and/or others.
 - Ability to manage rejection and overcome common proposal objections
 - Strong interpersonal and presentation skills required. Ability to interact comfortably with others, ability to develop and maintain a positive working relationship with coworkers and customers.
 - Written Communication: Ability to clearly and accurately communicate information in writing to a variety of audiences in a clear, concise and organized manner, free from spelling, grammar, and punctuation errors.
 - Excellent computer skills including Microsoft Office, email marketing, and CRM tools
- Duties & Responsibilities.

WORKING CONDITIONS:

We provide paid training for specific safety programs. Position requires periods of standing, walking, and/or sitting. May occasionally need to lift and carry up to 20 pounds, push and pull up to 40 pounds with the assistance of a cart. Evening, weekend and holiday work may be required.

Interested parties can send a cover letter and resume using any one of these methods:

Fascmile/FAX

Subject: Grant Writer

Fax Number: (210) 299-4118

or

Email

Subject: Grant Writer

info@briscoemuseum.org