

# Briscoe Western Art Museum – San Antonio, Texas

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## Grants and Data Specialist

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**Reports To:** Head of Development  
**Fair Labor Standard Act Status:** Non-Exempt, hourly position  
**Department:** Development

### **POSITION SUMMARY**

The Grants and Data Specialist works closely with development and program staff to research sources and secure foundation and government grant funding. He/she actively seeks local, regional and national grant opportunities that align with the Briscoe and works collaboratively with the Head of Development to prepare application packages. After grants are awarded, the position is responsible for monitoring grant contract compliance including accurate and timely reporting. The Grants and Data Specialist also oversees the database and is responsible for quality and accuracy of the Development department gift data. This person is responsible for daily gift entry as well as data analysis for prospects, both organizations and individuals. The Grants and Data Specialist will also maintain and generate development reports as needed.

### **ESSENTIAL FUNCTIONS**

#### **Grants Management:**

- Use available grant databases and announcement list–serves to identify foundation and government grant opportunities.
- Establish and maintain positive relationships with foundation and government funders.
- Maintain a grant calendar that includes 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.
- Manage the preparation of proposals and compliance reports using project management principals with time-bound milestones, tasks and staff assignments.
- Work closely with the Head of Development and program staff to develop proposals that reflect the needs of the museum.
- Work closely with finance and program staff to develop proposal budgets and financial reports.
- 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.

#### **Database Management:**

- Create, update, and maintain all constituent records in the CRM including individuals, organizations, government and foundations to ensure accuracy.
- Process incoming gifts, memberships, donations, grants and ticketed events into the CRM.
- Provide timely, detailed and accurate data output from the database for reports, mailings, and special projects.
- Generate reports including weekly gift report, campaign reports and donor history reports.
- Utilize wealth management screenings on new, current and prospective donors and update all records in the database.
- Anticipate and meet the donor data needs of the department and the organization.
- Maintain and file of all correspondence and documents to individual donor files.

- Participates and provides support for all development team initiatives and events.
- Perform other duties as assigned.

**KEY SKILLS AND REQUIREMENTS**

- Experience with project management, workflows and task management.
- Proven data management skills.
- Ability to pay attention to detail and maintain accurate records.
- Knowledge of typical foundation and government grant guidelines.
- Strong written and verbal communication skills.
- Good interpersonal/human relations skills.
- Ability to work collaboratively with individuals in various disciplines.
- Ability to work independently and manage time effectively.
- Ability to maintain confidentiality.
- Ability to adapt to changes in the work environment; manage competing demands; change approach or method; deal with frequent change, delays or unexpected events.
- Ability to think strategically understanding organization’s strengths and weaknesses; analyzes market and competition; identify external threats and opportunities.

**MINIMUM QUALIFICATIONS**

- Bachelor’s Degree or equivalent professional experience.
- Two years related nonprofit, grants and/or database experience.
- Experience in a nonprofit organization or association preferred.
- Experience with relational databases and/or CRM software required.
- Knowledge of development office functions.
- Strong attention to detail and accuracy.
- Excellent critical thinking skills.
- Excellent oral and written communication skills.
- Ability to maintain professional manner using tact, initiative, good judgment and confidentiality.
- Ability to make recommendations for process improvement.
- Ability to organize multiple tasks and responsibilities while maintaining efficiency.
- Advanced computer skills, proficiency with Microsoft Office.
- Must be able to work flexible hours, including evenings, holidays and/or weekends.

**WORKING CONDITIONS**

This 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:**

Facsimile/FAX

Subject: **Grants and Data Specialist**

Fax number: (210) 299-4118

or

Email

Subject: **Grants and Data Specialist**

[info@briscoemuseum.org](mailto:info@briscoemuseum.org)