



**Job Description: Grants Manager**  
**Reports To: Vice President of Development**  
**Status: Exempt**  
**Prepared By: Sara K. Pfeifer, VP of Development**  
**Approved By: Lisa Ewell, Director of Human Resources**  
**Date: April 2019**

## **Grants Manager**

### **JOB SUMMARY**

The Grants Manager will effectively articulate a compelling story to foundation and government funders. They will have a robust relationship across all departments, analyze programmatic/technical/financial information, and verify all documentation prior to submission. This meticulous and strategic process will ensure The DoSeum's innovative STEM focused mission aligns with private and public funders.

This is a full-time, salaried, exempt position which may require occasional work beyond normal business hours and during some weekends. Reporting to the VP of Development, this person will also serve as a resource for all members of The DoSeum team.

### **ESSENTIAL RESPONSIBILITIES**

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- Build and maintain a portfolio of 40 foundations with a goal of \$1M in 2019.
- Engage in qualification, strategy, writing and stewarding of all related gifts.
- Manage The DoSeum's grant calendar to include, but not limited to: submission dates, anticipated notification dates, report due dates, success rates, and explanation for declines.
- Develop high quality content for requests \$10K or more, including: summaries, letters of inquiry, presentation materials, and complex proposals.
- Manage and produce stewardship reports on the one-year anniversary of all contributions of \$10K or more.
- Review and edit all Development content (annual report, solicitations, corporate proposals, etc.).
- Monthly meeting co-facilitated with Finance, to foster clear communication with grants received, submitted, and upcoming.
- Lead relationship with City of San Antonio's Department of Arts and Culture.
- Must be able to work flexible hours to include evenings, weekends and holidays.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

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- Bachelor's Degree.
- Five years' experience with nonprofit grant writing and reporting or comparable.
- Excellent verbal, written, and interpersonal communication skills.
- Proven success as a strategic leader who consistently evaluates both quantitative and qualitative analytics.
- Ability to convey an idea or message clearly, including under pressure, and to meet deadlines; experience managing details of several concurrent projects.
- Ability to drive decision making and complete projects on tight deadlines.
- Ability to synthesize complex concepts and identify opportunities for collaboration between foundations and government partnerships.
- Super power in Microsoft Word, spreadsheets, and database programs used to organize large volumes of information.



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## **KNOWLEDGE, SKILLS, and ABILITIES**

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To perform the job successfully, an individual should demonstrate the following:

- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Organizational Skills, Attention to Detail & Adaptability** - Manages competing demands; Gathers and analyzes information skillfully and can efficiently execute on multiple priorities/plans/ideas; Able to deal with frequent change, delays, or unexpected events; Asks for and offers help when needed; Ability to work in a complex organization, work with all Museum team members, flexibility, and willingness to negotiate and compromise.
- **Communication & Interpersonal Skills** - Clarity of speech, remaining calm and focused, negotiate and make effective presentations to diverse groups. Edits work for correct data, spelling, and grammar. Ability to read and comprehend simple instructions, short correspondence, and memos.
- **Ethics & Judgment** - Treats people with respect; tactfully approaches others, works with integrity, and exhibits sound judgment; Upholds and demonstrates museum values. Willingness and ability to seek-out, share and adopt ideas and best practices in and outside the institution and embraces change introduced by others.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Flexible working hours; requires working some weekends, days and evenings.
- Variable exposure to noise, weather and elements.
- Constant working with the public and employees.
- Ability to lift up to 15 lbs.

*The above statements are intended to describe the general nature of work performed by the Grants Manager. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position, which can be revised real-time at the discretion of the VP of Development. Please forward cover letter and resume to [hr@thedoseum.org](mailto:hr@thedoseum.org). The DoSeum is an equal opportunity employer.*