

Ella Sharp Museum Job Description Grant Writer

Reports To: Executive Director
Classification: Full Time
Department: Development

Location: 3225 Fourth St. Jackson, MI
Supervises: N/A
Salary range: \$40,000-45,000

About this position

The Grant Writer will identify, define and develop funding sources to support existing and planned museum programs, activities, and exhibitions as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies. Grant management of federal and state funding as needed.

Primary responsibilities include preparation of proposals and grant applications, and performance of responsible professional and administrative work in researching, identifying, developing and responding to public and private grant opportunities in areas that support the Ella Sharp Museum.

The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by federal, state, and private funding agencies in collaboration with the different department heads.

Desired Qualifications:

- Researches and identifies government, corporate, foundation and private funding prospects to match the Ella Sharp priorities.
- Generates high-quality proposals, narratives, applications, and supporting documentation in response to solicitations consistent with all policies and procedures of the Ella Sharp Museum, and the requirements and guidelines of the funding agencies.
- Generates revenues for the Ella Sharp Museum programs through timely submission of well-researched, well written, and well-documented proposals
- Maintains primary responsibility for grant schedules and tracking grants
- Serves as a liaison to all funding agencies and organizations
- Works with appropriate personnel to research, develop, write and submit letters of inquiry, concept papers, and grant proposals,
- Coordinates and follows-up on the progress of submitted proposals
- Coordinates with the Accounting Office to create expenditure and income budgets to accompany proposals.
- Develops and maintains a master file on pending, submitted, received or declined grants
- Must pass background check.

Minimum Skills and Abilities:

- Bachelor's degree required.
- 3-5 years of experience as a successful grant writer
- Granting writing, budget development, and management experience, preferably with nonprofit focus
- Should be able to demonstrate a proven track record of securing new funding opportunities.
- Ability to work effectively under pressure.
- Be highly organized with the ability to implement systems and follow-up processes.
- Proficiency in research, interpreting, and analyzing diverse data.
- A proven track record of securing major grants with certifiable references a plus.
- Knowledge of grant application process, scoring criteria, and funding cycles a plus

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend, and reach above and below shoulder level. The noise level in the work environment is variable and unpredictable, ranging from quiet to loud. Reasonable accommodations may be made to enable

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individuals with disabilities to perform the essential functions. All job applicants receive equal consideration for employment.

About the Ella Sharp Museum

The Ella Sharp Museum, a 501(c)(3), was founded in 1965 and offers programs, exhibits, and experiences preserving community history, advancing art appreciation, and connecting children with astronomy. Our 6-acre campus includes the Hadwin Center with exhibit galleries, program spaces, rental facilities, and offices; the Merriman Sharp farmhouse, a one-room schoolhouse, a log cabin, barn and the Hurst Planetarium. Our mission focuses on providing opportunities to connect our community with history and the arts. Additional information about Ella Sharp Museum is available at www.ellasharpmuseum.org.

How to apply: Submit cover letter and resume via email to:

Resumes will be reviewed upon receipt.
Position open until filled