

Rochester Museum & Science Center JOB DESCRIPTION

Job Title: Grants Administrator

Department: Advancement

Direct Supervisor/Manager's Title: VP, Advancement

Grade: E6

FLSA Status: Exempt

Full-time/Part-time: Part-time

Date Prepared/Revised: May 2017

I. JOB SUMMARY

This individual is a member of the Rochester Museum & Science Center's fundraising team that supports and achieves fundraising goals and objectives. The Grants Administrator reports to the Vice President of Advancement and works collaboratively with teams throughout the organization. Responsibilities include writing and editing private and public grant proposals and reports, management of grants, maintenance of grant production calendar, and conducting prospect research. This person will also cultivate, solicit and steward a portfolio of national foundation and government funding sources; ensure all grants are reflective of program capacity and consistent with institutional mission and vision; include as much salary relief as possible; and assist in the development of systems to promote the institutions capacity for submission of grants, implementation, and accountability. The Grants Administrator contributes ideas, talents, and energy to the RMSC team to build capacity for the institution.

Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.

II. DUTIES (and percentage of time spent)

Describe duties, responsibilities, essential functions:	%
Manage the development of grant requests and proposals for large regional and national private foundations, and local, state and federal public funders; create timelines for submissions, outline key messaging, and supporting information for the team; work collaboratively with team members throughout the organization to generate proposal narrative and budgets; assemble and synthesize key information related to proposals; compile and edit proposal inputs into cohesive and compelling content; and submit completed proposals. Lead the submission timeline and coordination to ensure role clarity and timely submission; write and review proposal content, including narrative, numeric, and graphic information; respond to funder questions and feedback and revise proposals as needed	45
Oversee and execute a diverse range of proposals, progress reports and related	15

projects; develop and manage effective processes and tools to enhance the RMSC's grant effectiveness, including but not limited to: communicating and collaborating with key internal stakeholders; managing inputs and deliverables from all team members to ensure high quality materials are developed and deadlines are met; matching potential funders with existing program commitments and new program ideas	
Develop and manage reports and other deliverables for funders; draft and manage calendar of reports due and individual timelines for each major report; write narrative progress reports for funders as appropriate in coordination with other team members; assemble budget and expenditure information for funders as required in our agreements; and assemble other program data for purposes of funder reporting.	20
Create and manage standardized templates related to proposal development, information gathering/synthesis, funder reporting, and other purposes (e.g., narrative, financial, graphic, presentation, mapping, etc.); design simple, automated methods of utilizing secondary data to generate background information and illustrative impacts for prospective/existing donors related to programs.	15
<i>Other duties as assigned</i>	5

III. JOB DIMENSIONS

Responsible/accountable for managing the grants renewal process for all major regional and national private foundations and all local, state and federal funders.

IV. SUPERVISORY RESPONSIBILITIES

No direct supervisory responsibility

V. FUNCTIONAL REQUIREMENTS

Technology, Equipment, Tools: Expert knowledge of Altru or other donor database solutions and wealth screening tools is essential. Proficient in commonly used internet browsers and Microsoft products especially Microsoft Word, Excel, and PowerPoint.

Mental Activity:

Language Skills:

Oral Communication: Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; and participates in meetings

Written Communication: Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data affectively; able to read and interpret written information.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference; apply concepts such as fractions, percentages, ratios and proportions to practical situations and to analyze variances.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to exercise significant judgment and make decisions based on conclusions for which there is little precedent. Cannot necessarily change policies, yet has latitude to make decisions within broad, non-specific policies. Has wide latitude to change practices.

Physical Activity: While performing the duties of this job, the employee is regularly required to walk; stand; bend; climb; to use hands to handle or feel objects, tools or controls; reach with hands and arms; stoop; kneel; and crouch. The employee must occasionally lift and/or move *up to* 25 pounds. Specific vision abilities required include close vision, depth perception and ability to adjust focus.

Work Environment: While performing the duties of this job, the noise level in the work environment is usually quiet.

VI. QUALIFICATIONS

Education/Experience Requirements: Bachelor's Degree or equivalent and 5 years of related experience or an equivalent combination of education and experience.

VII. APPROVALS

Department Manager/Director

Date: _____

Department Vice President

Date: _____

Human Resources

Date: _____

This job description reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.