



JOB DESCRIPTION

Job Title: Grants and Government Relations Manager

Department: Advancement

Direct Supervisor/Manager's Title: VP, Advancement

Grade:

FLSA Status: Exempt

Full-time/Part-time: Full-time

Date Prepared/Revised: April 2018

I. JOB SUMMARY

This individual is a member of the Rochester Museum & Science Center's (RMSC) fundraising team that supports and achieves fundraising goals and objectives to advance the RMSC mission. The Grants and Government Relations Manager 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. The position also supports the team and volunteers with its government support efforts with a focus on managing communications with local, state and federal legislators and administrators, assisting with event planning and management; and preparing relevant written materials. This person will 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 institution's capacity for submission of grants, implementation, and accountability. The Grants and Government Relations Manager 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:	%
<p>Develops and administers the strategy to secure major grants and public funding that help to reach and exceed the annual fundraising goals. These tasks include/not limited to:</p> <ol style="list-style-type: none"> a. Lead the development and submission of grant requests and proposals for regional and national private and corporate foundations, as well as local, state and federal public funders b. Write and submit grant requests c. Develop timelines d. Define and ensure role clarity for team members involved in the grants process e. Create necessary supporting documentation/information. f. Work collaboratively with team members throughout the organization to generate proposal narratives and budgets; assemble and synthesize key information related to proposals; compile and edit proposal inputs into cohesive and compelling content; and submit completed proposals g. Establish and maintain personal contact and relationship with funders and program officers including timely response to funder questions and feedback and revising proposals as needed 	35
<p>Develops and administers the strategy to secure ongoing and new public funding from city, county, state, and federal sources.</p> <ol style="list-style-type: none"> a. Provides regular communication with city, county, state and federal government officials on relevant RMSC events and programs. b. Keeps active records on each Council Member with specific information on what educational and outreach activities that the RMSC provides in each district. c. Coordinates all government relations efforts as directed by the CEO, VP Advancement and the Government Sustainability Task Force for local municipalities and the federal government. d. Records all interactions in Altru under the government agency and individual council members. e. Using a similar process as described in the grant writing section of this job description, completes government grants for city, county and state grants, plus national grants from IMLS and other federal sources. 	25
<p>Create and maintain a grants management process that includes a grants calendar; a library of financial and Museum materials that support requests for funding; weekly reports on activity and goal achievement; communicating and collaborating with key internal stakeholders and funders.</p>	15
<p>Prepare and submit reports to public and private funders as required or appropriate, working with project directors and finance as needed to document progress and outcomes of grant-funded projects. Develop and manage reports and other deliverables for funders; 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.</p>	15

Manage and steward a portfolio of foundation, corporate, and government grants/donors, in addition to researching, identifying and securing new institutional funding streams for the RMSC projects.	5
<i>Other duties as assigned</i>	5

III. JOB DIMENSIONS

Responsible/accountable for managing the grants 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; particularly good listening techniques and seeks clarification; responds well to questions; demonstrates group presentation skills; and participates in meetings.

Written Communication: Exceptional persuasive, clear and concise writing ability; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Mathematical Skills: Ability to conceptualize and develop budgets is important for this position; 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.