SCIENCENTER POSITION DESCRIPTION

Grant Associate
(2020-2-11)

TITLE OF SUPERVISOR: Director of Development

MAIN FUNCTION

The Grant Associate is involved in all aspects of securing and administering grants at the Sciencenter, including planning and prospecting; proposal development, writing and submission; budget development and tracking; and billing and reporting.

SCOPE

Administration of federal and foundation grants ranging in size from $1K to $2.5M. Often works in collaboration with other museums, community, and university partners.

RESPONSIBILITIES

Planning, prospecting and Proposal Development

Conducts prospecting searches to identify new sources of grant funding appropriate to the Sciencenter’s funding priorities and organizational initiatives.

Supports Director of Development in developing an annual plan for soliciting funds from foundation and government sources.

Coordinates monthly grant meetings. Brings forth for consideration current funding opportunities and proposal ideas, and shares status of current grant projects.

Coordinates pre-proposal activities, including constructing of logic models, conducting topical research, establishing proposal-writing timelines, and soliciting members to project advisory boards.

Writes and/or participates in the writing of selected grant proposals.

In coordination with the VP of Education, VP of Museum Experiences, and Director of Development, develops proposal budgets and staffing plans aligned with funder budget guidelines.

Oversees grant proposal submission process.

Assists the Director of Development in stewardship of foundation funders.
Grant Administration and Reporting

Coordinates grant acceptance activities, contract and scope-of-work development, billing and reporting to granting agencies.

Coordinates contracts, prepares invoices, and oversees payments with project partners, sub-awardees and/or subcontractors.

Develops and monitors project budgets in close collaboration with Project Manager; works closely with CFO on financial reporting.

Maintains electronic and hard copy grant files; manages grant contact lists; serves as administrative contact for granting agencies.

Compiles and submits mid-term and final grant reports to funding agencies

Closes grant accounts upon completion of contracted work

Assists with annual audit

Other

Assists museum leadership by performing other tasks consistent with the position as assigned.

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIREMENTS

Required

College degree or equivalent education, experience, or training.

2+ years of successful grant proposal development experience (including: prospecting for grant opportunities, working with program officers, research, planning and logic model creation, budget development, writing, and submission)

2+ years grant administration experience (including: budget development and tracking, contract development, invoicing/billing, reporting and audits)

Strong computer skills (Microsoft Office, internet, email, databases, online grant submission portals)

Strong financial skills (budget development and tracking, billing and reporting)

Excellent written and oral communication skills; articulate and proactive in communications; able to write collaboratively
Strong time management and organizational skills – able to stay organized and on-track in the face of multiple projects and deadlines; Well-organized and detail oriented (as evident in electronic and hard copy filing, physical work space, and time management)

Strong research skills – able to find, evaluate and synthesize new information; able to find information that is not easily available

Able to work with confidential information in an appropriate manner

Collaborative and communicative, with ability to take instruction and feedback

Preferred

Experience working with federal (NSF, NOAA, NIH) and/or state funding agencies

Science museum field experience

Experience working on collaborative projects with many partners; proven track record of working well with a variety of subcontractors

Experience writing collaboratively

WORKING CONDITIONS
Fast-paced, non-profit museum environment. Must be able to prioritize and work on many projects simultaneously, with frequent interruptions. Must work well in both an individual and team setting.

TIME COMMITMENT
Full time (40 hr/wk) exempt position. Some weekend and/or evening work may be required. Periodic travel to conferences.

SALARY AND BENEFITS
Salary commensurate with experience and qualifications. Full Sciencenter benefits provided.

APPLICATION INSTRUCTIONS
Please include the following in your application: Cover Letter and Resume.

Send your application as one PDF file to: cFagan@sciencenter.org

Deadline: Open until filled.

The Sciencenter is an Equal Opportunity Employer