

POSITION TITLE: Grants Manager

STATUS: Full-time, Exempt up to \$80,000 per year.

REPORTS TO: Vice President of Development

ABOUT THE MUSEUM OF LATIN AMERICAN ART

The Museum of Latin American Art (MOLAA) in Long Beach, California is the pioneering museum in the United States dedicated to modern and contemporary Latin American and Latino art.

MISSION

The Museum of Latin American Art expands knowledge and appreciation of modern and contemporary Latin American and Latino Art through its collection, groundbreaking exhibitions, stimulating educational programs and engaging cultural events.

POSITION DESCRIPTION

The Grants Manager will be responsible for all aspects of the Grant process including researching, strategizing, writing, applying, securing, coordinating, and reporting on a variety of private and public grants. The Grants Manager will work closely with the VP of Development in achieving fundraising goals and will be an integral part of the Development team at MOLAA. The Grants Manager will be able to manage multiple deadlines while building authentic and lasting relationships with funders.

The ideal candidate will be passionate about MOLAA's mission, possess an acute interest in learning, be a team-player, clear communicator, detail orientated, flexible in nature, extremely organized, and have the ability to manage multiple priorities with a positive disposition.

ESSENTIAL FUNCTIONS

Grants Writing & Management

- Write and develop accurate and compelling grant proposals and reports, compiling all components while coordinating efforts with finance and program staff.
- Prepare narratives, budgets, and additional materials, such as timelines, grant reporting & funder stewardship for institutional grant applications.
- Develop and maintain the Altru Grants & Database system to manager all grant related activities and meet multiple strict deadlines.
- Gain an in-depth knowledge of the organization's mission, values, operations and programs to proactively grow and diversify the organization's portfolio of funders, grants, and award agreements, as appropriate.
- Work alongside the VP of Development and other team members to create proposals for a variety of grants opportunities and partnerships.
- Coordinate with the VP of Development and President & CEO of MOLAA to facilitate and grow donor relationships.

- Manage the process of application and registration of grant contracts and maintain on-going communication with funders, as necessary.
- Proactively work with the finance team and program staff to track expenditures and ensure compliance with program requirements and funder approved budgets.
- Work with program directors to ensure thorough and accurate tracking of grant metrics.
- Prepare and write all interim and final grant reporting as required.
- Other duties, as required.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

QUALIFICATIONS:

- 3-5 years of grant writing and management experience.
- Proven record of prospecting, writing, and securing grants.
- Be self-motivated with the ability to work both independently and collaboratively.
- Demonstrate excellent verbal and written communication skills.
- Possess strong organizational, problem-solving, and analytical skills with the ability to manage priorities and workflow.
- Demonstrate a high level of professionalism in dealing with confidential and sensitive issues.
- Familiarity with Altru/blackbaud donor databases.
- Have proficiency with MS Office Suite, especially Excel.
- Possess a Bachelor's Degree or have demonstrated related work experience, such as 5 years in related roles and strong writing skills.

ADDITIONAL REQUIREMENTS AND PHYSICAL DEMANDS:

- Ability to accurately read written information, communicate via telephone, and via email
- Ability to work at a computer for extended periods of time.
- Capacity to sit or stand for long periods of time.
- Ability to lift up to 25 lbs.
- Bilingual in Spanish preferred.

MOLAA is an equal opportunity employer.