

GENERAL INFORMATION

Title: Grants Manager

Classification: Exempt

Reports to: Deputy Director for Advancement

Date: April 16, 2019

JOB DESCRIPTION

Summary/Objective

As a member of the Advancement Department, the Grants Manager is responsible for researching, cultivating, soliciting (typically through written proposals), and stewarding grants, donations and cash sponsorships from foundations (non-family), government agencies (local, state and federal) and corporations to support the organization's general operating, special initiatives and capital needs.

Essential Functions

- Work with colleagues throughout the organization to gather information on and evaluate institutional funding priorities; develop a deep understanding of these programs, projects and activities as well as ongoing and past grant-supported initiatives.
- Research funding sources and identify foundation, governmental and corporate prospects.
- Develop cultivation, solicitation and stewardship strategies aimed at implementing and expanding a highly productive foundation, government and corporate relations program.
- Write and edit grant applications, proposals and sponsorship requests and related collateral; manage deadlines; and develop and submit interim and final narrative and financial reports and reimbursement requests.
- Work closely with project managers, including senior staff, to ensure the achievement of grant outcomes and deliverables to the greatest extent possible.
- Work closely with the Finance Department and project managers to ensure grant funds are properly and timely spent, tracked in Vizcaya's constituent management database (Altru) and financial management system (Financial Edge) and reconciled.
- Work with Deputy Director for Advancement and Executive Director to develop and implement strategies to steward Vizcaya's relationship with Miami-Dade County.
- Oversee the implementation of grant-focused protocols and procedures.
- Actively work with the Deputy Director for Advancement and the Director of Major Gifts to plan, develop and implement a capital campaign.
- Perform special projects for and assigned by the Deputy Director for Advancement.

Competency or position requirements

Exceptional written and verbal communication, interpersonal and analytical skills required. Thorough knowledge of foundation, government and corporate grant making sources preferred. Must be highly organized and detail oriented with a high standard for quality. Proven ability to

prioritize independently; successfully meet the demands and deadlines of multiple projects and competing priorities; and collaborate across departments and successfully interact with various stakeholders and staff. Ability to lead and function as a team member, adapt to a dynamic work environment, and think strategically to ensure goals are met.

Work Environment/Physical Demands

This position is located in an office and is largely a sedentary role, sitting most of the day in front of a computer.

Position Type/Expected Hours of Work

Full-time position. Requires occasional extended work hours, including evening and weekends.

Travel

Occasional travel may be expected.

JOB REQUIREMENTS (EDUCATION, EXPERIENCE, CERTIFICATION)

Education and Experience

Bachelor's degree required. A minimum of 5 years of nonprofit fundraising, writing/editing skills and/or other related experience required. Proven and impressive track record in identifying, pursuing and securing funding and writing compelling funding proposals is essential. Experience in facilitating program and budget development, overseeing project management, and reading and analyzing budgets and financial reports is also sought. Advanced knowledge of Microsoft Office Suite and advanced experience using database systems, with prior experience using Blackbaud's Altru or Raiser's Edge preferred.

Certifications Required

No additional certifications, skills and/or licenses are required.

Other Duties

The Grants Manager shall assist with various special assignments and research projects as deemed necessary.

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

To Apply:

Please submit a cover letter and resume to:

HRVizcaya@vizcaya.org

EOE

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