



THE AFRICAN AMERICAN MUSEUM IN PHILADELPHIA
JOB DESCRIPTION

POSITION TITLE: GRANTS & CONTENT DEVELOPMENT MANAGER
DEPARTMENT: DEVELOPMENT
REPORTS TO: VICE PRESIDENT OF EXTERNAL RELATIONS AND DEVELOPMENT

POSITION SUMMARY:

African American Museum in Philadelphia (AAMP) seeks a creative, strategic, and enthusiastic Grant Writer to aggressively identify foundation funding opportunities and generate awards; to research and write successful grant proposals; to work collaboratively with other AAMP staff to identify and develop fundable programming; to help manage and supervise of stewardship for AAMP relationships with all sources of corporate, foundation, and governmental funding. Coordinate the development of grant proposals and reporting working at the direction of the VP of External Relations and Development; fulfill all grant award reporting requirements. Support development and execution of concepts for funding proposals which align with the strategic priorities of the organization.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

GRANTS MANAGER

- Writing proposals, preparing applications and supporting documents
- Maintaining and implementing a calendar of funding activities including due dates and impact report timelines
- Researching and identifying new government, corporate, foundations and private funding prospects.
- Generating revenues for AAMP programs through timely submission of well researched, well written and well-documented grant/fund-raising proposals
- Writing reports to government, corporate, foundations and other funding sources
- Identifies funding opportunities and new program areas to match client's priorities, using relevant research tools
- Communicating with appropriate foundation funding staff as related to LOI invitations to submission of proposals
- Write and ensure the timely submission of the project's final report

QUALIFICATIONS, SKILLS AND ABILITIES REQUIRED:

Education/ Experience Required:

- Bachelor's Degree
- Minimum three to five (3/5) years of experience in grants in grant writing, preferably for the performing arts or a related field

Skills and Abilities Required:

- Excellent written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Excellent editing skills
- Attention to detail
- Ability to meet deadlines



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- Knowledge of fundraising information sources
- Proficient in proposal writing and institutional donors
- Knowledge of basic fundraising techniques and strategies
- Strong knowledge and familiarity with research techniques for fundraising prospect research
- Strong Knowledge in interpreting, and analyzing diverse data
- Ability to work both independently and as part of a team
- Experience and skills in the use of basic software including MS Word, PowerPoint, Publishers, etc.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

Must be able to remain in a stationary position for extended periods of time operating a computer and other offices productivity devices such as a calculator, telephone, and copy machine. Must be able to adapt to high pace environments occasionally moving/lifting light weight equipment and other work-related objects up to 25lbs. May have to work late nights, weekends and in outdoor weather.

EMPLOYEE ACKNOWLEDGEMENT:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate changing institutional needs and individuals with a disability.

Expected hours: 37.5 per week

Please send your resume, references and cover letter to hr@aampmuseum.org