



PARRISH ART MUSEUM

Job Title: Grants Manager

Reports To: Chief Development Officer

Status: Full-Time – Hybrid Work Schedule Available

April 2024

Reporting to the Chief Development Officer, the Grants Manager prepares proposals for a comprehensive grants program for Museum-wide programs and initiatives in the context of local, regional, national, and international foundations and government agencies. The Grants Manager also develops and writes content for corporate pitch decks and customized materials for individual donors. Attention to detail and superb writing skills are essential for this position.

Principal Duties and Responsibilities

- Helps develop and manage a robust portfolio of foundation and government opportunities.
- Writes and manages all foundation, corporate, and government grant applications.
- Researches potential government and foundations for funding support and drafts letters of inquiry when appropriate.
- Creates written content for corporate pitch packs.
- Drafts customized acknowledgment materials for select major donors.
- Serves as the contact person for grant-related matters with internal staff.
- Coordinates the collection of data for grant submissions, including budgets, written reports, and images.
- Compiles and finalizes all identified submissions by their respective deadlines.
- Tracks and reviews grantor responses to grant applications. Schedules feedback sessions between program officers and relevant Museum staff for any declined submissions.
- Writes interim and final reports for foundations and public funders. Ensures accurate and timely submission of reports.
- Tracks relevant correspondence in the Museum database, Altru, a Blackbaud product.
- Acts as the primary coordinator in terms of knowledge of the status of each submission.
- Takes responsibility for any required contact with funders for the successful submission and reporting related to grant applications.
- Knowledge of nationwide institutional funding trends is a plus.
- Additional duties as assigned.

Qualifications

- 5 or more years of experience in development with a proven track record of success in grant writing.
- Excellent writing, communication, interpersonal, and customer service skills.
- Skilled in Microsoft Office Suite; experience with a Blackbaud CRM a plus.
- Bachelor's degree required.

Competencies and Success Factors

- Team player willing to pitch in where needed.
- Knowledge of East Coast philanthropic network a plus.
- Knowledge of key stakeholders and artworld funders is helpful.
- Background and interest in being an advocate for visual art and culture preferred.

WORKING CONDITIONS: Work will be performed in a normal open-space office environment at Museum offices and in program spaces, including the Museum galleries, studio, and theater, as well as in key prospect spaces. The physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must accept direction from the Deputy Director of Development and Executive Director in executing principal responsibilities.

INTERPERSONAL COMMUNICATIONS: Candidates need to possess strong communication, organizational, and interpersonal skills. The incumbent needs to be approachable and responsible and able to work both independently and with a variety of staff, funders, and the general public. This position requires confidentiality, integrity, understanding, and high ethical standards.

DISCLAIMER: The preceding description is not designed to be a complete list of all duties and responsibilities required of the position.

SALARY: This position has a pay range between \$60,000 and \$80,000 commensurate with experience.

ABOUT THE PARRISH ART MUSEUM: The Parrish Art Museum is a place to discover and connect with art and artists with a focus on the rich creative legacy of Eastern Long Island and its global impact on the art world. The Museum regularly presents temporary exhibitions, including new installations drawn from our world-class collection of more than 3,600 works; as well as special exhibitions that reconsider the work of a single artist or group exhibitions that explore compelling themes. The Parrish produces hundreds of public programs and offers a year-round schedule of inspiring education initiatives. Situated within one of the most concentrated creative communities in the United States, the Parrish Art Museum is a vital cultural presence on the East End of Long Island. It is the oldest cultural institution on the East End of Long Island. Founded in 1898 by Samuel L. Parrish in the Village of Southampton, the Museum opened its new Herzog & de Meuron designed facility in Water Mill in 2012, providing for expanded services in research, interpretation, collaboration, education, and interactive, multidisciplinary programming.

The Parrish Art Museum is an equal opportunity employer.

The Museum is committed to a work environment that supports, inspires, and respects all individuals and we do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, military service status, or any other status protected under federal, state, or local law. Individuals of diverse backgrounds are strongly encouraged to apply. The Museum's offices are fully accessible.

To apply, please send a resume and cover letter to addressed Paul Andrews, Chief Development Officer. Completed applications should be sent to hr@parrishart.org

Position open until filled. Due to the high volume of interest, regrettably, we cannot respond to individual applicants. If you are selected as a potential candidate, the Parrish will contact you to schedule an interview. No phone calls, please.