

Job Opening: Grants Manager

About MoAD

The Museum of the African Diaspora (MoAD), a contemporary art museum, celebrates Black cultures, ignites challenging conversations, and inspires learning through the global lens of the African Diaspora. MoAD is based in San Francisco and plays a vital role in the local arts community. MoAD is uniquely positioned as one of the few museums in the world focused exclusively on African Diaspora culture and on presenting the rich cultural heritage of the people of Africa and of African descendant cultures across the globe.

Position Summary

The Grants Manager will be responsible for prospecting, securing, managing, and reporting on all foundation and government grants.

The ideal candidate will be passionate about MoAD's mission, have excellent written communication skills, detail orientated, flexible in nature, extremely organized, and have the ability to manage multiple priorities with a positive disposition.

The starting range for this role is \$65,000-\$85,000, alongside a comprehensive benefit package (including healthcare premiums paid by MoAD at 90% for employees, 60% for dependents). This is a full-time non-exempt position, reporting to the Chief Development Officer, and working primarily on-site in San Francisco's downtown arts corridor.

Primary Responsibilities

55% Grant Writing and Proposal Development

- Lead the development of proposals to create and nurture funding opportunities and partnerships.
- Prepare, draft, and compile all components of each grant submission for foundation and government grants, coordinating efforts with finance and program staff.
- Research and prospect potential opportunities for future grants funding.
- Prepare narratives, budgets, and additional materials, such as logic models and timelines, for grant applications.
- Oversee the process of application and registration of grant contracts.

35% Contract and Grants Management

- Oversee grants funding opportunities and program contracts.
- Coordinate monitoring of grants projects with program staff and finance staff.
- Coordinate data collection, processing and reporting with finance and program team members.
- Comply with all interim and final grant reporting as required.
- Work with program directors to ensure adequate tracking of grant metrics.
- Work with the finance team and program staff to track expenditures and ensure compliance with budgets.
- Develop and maintain the grant calendar, and meet multiple strict deadlines.

10% Fund Development

- Manage the pipeline for private and public foundations, and government entities and corporations to fund organizational objectives to meet program needs.
- Identify funders with highest potential and develop strategies for gaining foundation and government support.

COMPETENCIES:

- Strong background in grant writing, grants management, relationship management, prospect research, and a proven record of successfully securing grant funds.
- A helpful and courteous attitude on the job, and a willingness and ability to be responsive to colleagues, external individuals, staff, and Board members.
- Highly organized, detail oriented, and able to work with minimal supervision.
- Perform tasks and responsibilities in a thorough and timely manner.
- Maintain a high level of confidentiality at all times regarding financial information.
- Maintain the confidentiality of all organization procedures, results, and client information.
- Keep abreast of funding trends, through publications and events, to ensure the organization is using best practices and ethical approaches.
- Perform other duties as assigned in a positive manner.
- Ability to balance integrity of program services with the needs of funding grants.
- Strong written, analytical, and verbal communication skills.
- Passion, humility, humor, integrity, vision, flexibility, positive attitude, mission-driven, and self-directed are all crucial to the success of this role.

OTHER DUTIES:

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

A strong candidate will:

- Have a strong affinity for MoAD's mission
- 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
- 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

Proficiency in a donor database (Altru, eTapestry, Raiser's Edge, Salesforce, etc.) is a plus, however MoAD will train the right candidate in these programs.

Physical Demands

- Ability to accurately read written information, communicate via a phone and via email
- Ability to work at a computer for extended periods
- Ability to work primarily on-site, with remote work options (currently 2 day/week) available in accordance with MoAD policies and supervisor approval.

Compensation and Benefits

- The starting compensation range for this position is \$65,000-\$85,000/year, depending on experience.
- A comprehensive benefits package will be a part of the total compensation, including paid time off (vacation, sick, holiday), 401(k), FSA, pre-tax commuter benefits, and health insurance including medical, dental, vision, and chiropractic, with a generous 90% of employee premiums and 60% of dependent premiums paid by the Museum for our base plan.

To Apply

- To apply please submit a cover letter and résumé to devjobs@moadsf.org with the subject: Grants Manager.
- All inquiries will be considered and kept confidential. Please, no phone calls about this position.

Diversity makes us stronger. MoAD is committed to diversity in its programming and creating an inclusive work culture and environment that is reflective of the San Francisco Bay Area. We are an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, ethnicity, religion, sex, age, national origin, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.