

Grants Manager



About Stepping Stones Museum for Children:

Stepping Stones Museum for Children is an award-winning, multi-dimensional educational resource focused on children under the age of 10. Stepping Stones just celebrated its 23 year providing premier interdisciplinary programs, exhibits, events, and performances that serve a wide audience from the greater New York City region and beyond. The museum seeks to create an environment that invites play, encourages curiosity, and supports parents, caregivers and educators as facilitators of children's explorations. We provide experiences that foster the development of the whole child; physical, social-emotional, and cognitive and enlarge children's understanding of the world. The museum's whimsical building and grounds offer exhibit and performances spaces, a multi-media gallery, preschool classrooms, gift shop, cafeteria, courtyard, and garden.

Position Overview:

The Grants Manager plays a lead role in raising general operating support, program funding and capital through foundation and government grant programs and administering that funding once it is secured. The manager researches, identifies and evaluates potential grant funding sources to support the museum's overarching goals and works in a manner that ensures the confidentiality of all data and information.

Position Responsibilities:

- Strong project management to ensure that projects stay on track and strict deadlines are met.
- Exceptional writer who is able to communicate the museum's key messages to a broad audience, package concepts in a variety of ways and knows how to skillfully connect the museum's ask with the grantor's philosophy, approach and guidelines.
- Maintains a successful approval rate for proposals by studying what has been approved in the past and speaking with program officers and other relevant contacts to get a clear understanding of the types of programs they support.
- Stewards and cultivates relationships with grantors and investors.
- Ensures proper acknowledgment and recognition of grants.
- Stewards existing and future electronic and paper records maintained by the museum to ensure that relevant information is captured and easily retrieved.
- Provides on-going reports concerning foundation, corporate, government and community constituent prospects to the head of the department, the President and CEO and other museum staff to inform new and current project development and decision making.
- Collaborates with cross-functional teams throughout the museum to develop and package proposal concepts for programs, exhibits and museum operations; gathers supporting information for these proposals and identifies the best alignment with the goals and guidelines of the grant opportunity.
- Acts as an ambassador of the museum and actively pursues cultivation opportunities to extend the work of the museum into the community in an effort to increase visitation, memberships, investments/donations and partnerships.
- Periodically assists other fund development and marketing team members with the cultivation of other funders and investors, annual mailings and campaigns, donor events or other communications.

Minimum Experience/Skills/Certificates:

- Requires a minimum of five (5) years of experience in researching grants, writing, and management of grants for nonprofit organization(s)
- College degree and/or equivalent combination of education and experience
- Demonstrated success in securing grant funding
- Exceptional writing skills, strong communication skills
- Must have the professional acumen to work with highly confidential information
- Must be able to work independently and be a self-starter
- Must have the capacity to work productively in a highly dynamic, team-based environment and to collaborate, delegate and negotiate with tact and diplomacy
- Creative problem-solving skills; proven ability to recommend and implement process improvements and new initiatives
- Strong organizational skills and attention to detail
- Sensitive to diversity including individuals with physical challenges or special needs
- Strong Computer skills including Microsoft Office, Word, Excel, Power Point, Blackbaud or other database system; proven ability to learn new systems and software. Includes familiarity with databases, email and scheduling systems, and mail/merge applications; reporting, spreadsheet and presentation applications

Location: Mathews Park, 303 West Avenue, Norwalk, CT 06850

Salary: \$80,000 per year

How to apply: Please email resume and cover letter to jobs@steppingstonesmuseum.org or apply on-line at: <https://recruiting.paylocity.com/recruiting/jobs/Details/1720240/STEPPING-STONES-MUSEUM-FOR-CHILDREN/Grants-Manager>