



POSITION DESCRIPTION

Title: Senior Grant Manager

Reports to: Director, Advancement

Job Status: Full Time/Exempt

As of August 4, 2026

ORGANIZATION BACKGROUND

The mission of The Maritime Aquarium at Norwalk is to ignite a connection to Long Island Sound and the ocean to enrich the lives of all people and inspire action to protect our blue planet. For more than 35 years, the Aquarium has played a significant role in shaping the landscape of Norwalk and the region. The second largest family attraction in Connecticut, and 50 miles from New York City, the Aquarium historically hosts nearly 500,000 guests annually. Its primary exhibits take guests on a voyage from the shallow salt marshes and estuaries to the depths of the Long Island Sound and the ocean beyond, culminating with habitats for sharks and harbor seals. Altogether, the Aquarium is home to nearly 7,500 animals and over 300 species in 75 exhibits. A new 4D Theater offers a unique sensory film experience for guests. Its education programs introduce approximately 65,000 students, campers and scouts to marine and STEM education. The Aquarium is recognized as a top aquarium in the nation, and is accredited by the Association of Zoos and Aquariums. It is an active participant in the local and regional community. The strength of the Aquarium is its 60 full-time staff, and part-time and seasonal staff, in addition to volunteers who contribute nearly 20,000 hours annually.

POSITION OVERVIEW

Reporting to the Director of Advancement, the **Senior Grant Manager** is responsible for oversight of the agency-wide grant and restricted portfolio, pre through post award. This role is critical to support a growing complex grant and restricted funding portfolio across the organization. This position is responsible for coordinating monthly monitoring for progress across fiscal, compliance, programmatic deliverables, communications, and operational aspects of the full restricted portfolio. This coordination and support will extend to all implementing partners/consultants as related to the award. The Senior Grant Manager will execute complex duties with a high degree of independence and as part of a diverse team.

This is a full-time, exempt position scheduled Monday-Friday, 9 AM-5 PM, offering a salary range of \$60k-\$65k per year.

PRIMARY RESPONSIBILITIES

Pre- Award

- Conduct routine landscape analyses to identify new funders and funding opportunities across private and public sources and share with relevant departments and Advancement team members for consideration.
- Oversee the proposal development process, adhering to all donor timelines and requirements.
- Coordinate with TMA staff, and specifically departmental Grant Managers, to obtain programmatic information, relevant data and budgets for all new and renewal funding opportunities.
- Submit applications per donor requirements, including via donor application portals.
- Maintain records of submitted applications including donor request for proposals, proposal narrative and budgets, and any additional relevant information regarding applications.
- Track and record decisions for all applications. Maintain pipeline.

Start-Up and Implementation

- Review all awarded grants, ensure complete documentation, and support implementation for the full grant lifecycle.
- Request financial codes from the Finance team and share with relevant departments for grant charging.
- Coordinate project planning and status meetings, fiscal budget set up, agreement development, assembling appropriate staffing, and communications with key internal and external partners.
- Coordinate with TMA VPs/Directors/Managers to oversee contractual requirements (services and outcomes).
- Prepare MOUs and subgrant agreements for partners and subgrantees on awards and ensure receipt of fully executed agreements.
- Track timelines and ensure completion and submission of all portions of grant reports, quarterly monitoring and annual performance reports per individual donor requirements.
- Prepare amendment requests for primary grants and subgrants/MOUs as needed during life of award and ensure receipt of fully executed amendments.
- Coordinating with TMA's financial team, including receiving, processing, and reconciling invoices; preparing and submitting reimbursement requests to donors; and ensuring payment is received from donors according to payment schedules.

Post Award

- Oversee award close-out, ensuring all internal and external obligations are met.
- Maintain all records as required by the donor and TMA.

Day-to-Day Management and Coordination

- Establish and maintain database and files for all awards (grants and restricted contributions), agreements, contracts, and subcontracts, including reporting requirements and renewal deadlines. Identify and implement continued improvements.
- Maintain up to date TMA registrations with all relevant federal, state and private donors and associated application and report portals.
- Support cultivation efforts for TMA grant prospects and funders.

- Participate in development of policies, procedures, tools, and communications for grant administration.
- Train and coach internal and external key personnel on how to effectively manage grants, including their fiscal and programmatic reporting requirements, scope of services, terms, and other related-activities, specific to each grant, as needed.
- Coordinates with TMA Finance to ensure all award reporting ties to system of record financial reporting on an ongoing basis as well as at closeout, and ensures appropriate award support for annual and award-specific audits.
- Serve as the lead on specific grant applications as requested by senior leadership.
- Other duties as assigned. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee for this job. Occasionally, duties, responsibilities and activities may change at any time with or without notice.

QUALIFICATIONS

Work experience

- Minimum of 3 years of experience in private and/or public grant management
- Experience working under pressure and managing multiple, competing tasks and priorities.
- High-level of proficiency with Microsoft Office suite and Adobe software is required; familiarity with donor and CRM systems, is beneficial.
- Four year college degree required.

Knowledge and skills

- Commitment to the Aquarium's mission, with an appreciation for the important role that the Aquarium plays in conservation, education and the life of a vibrant community.
- Commitment to equity and social justice, and strong alignment with our organizational values.
- Strong relationship builder with experience collaborating successfully with a broad and diverse range of individuals.
- Highly motivated, creative problem solver and systems thinker.
- Working knowledge of nonprofit business operations and federal/ state grant funding mechanisms and compliance desired.
- Project a professional demeanor and exercises mature judgment.
- Broad base of relevant technical knowledge and problem-solving skills related to financial management.
- Strong organization skills, ability to coordinate and complete multiple tasks simultaneously, and work under deadlines.
- Excellent written and verbal communication skills.
- Demonstrated ability to work independently and in teams, and maintain professional working relationships with organizational staff and partners.
- Strong project management skills in a fast-paced, deadline driven environment.
- Willingness to work evenings, weekends and holidays as needed.

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The Maritime Aquarium is an equal opportunity employer with a commitment to diversity. All individuals, regardless of personal characteristics, are encouraged to apply.

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