GRANT WRITER

Position Summary
Manage the Museum’s grant portfolio, coordinate grant strategy, author and review grant proposals and reports, and oversee prospect research. Write compelling narratives to submit to funding organizations in support of the Museum’s mission and goals. Gather necessary documentation to fulfill the requirements of all grants received. Research funding organizations whose giving aligns with Plimoth’s goals and mission.

Primary Responsibilities
- Collaborate with Museum leadership to establish funding priorities. With input from Executive Leadership Team and other colleagues, develop and submit letters of inquiry, proposals, and reports. Prepare proposals by determining concept, gathering and formatting information, writing drafts, and obtaining approvals.
- Identify new potential sources of funding for the museum by researching foundations.
- Maintain grant files, maintain accurate records in database. Generate reports, maintain proposals and reports calendar.
- Communicate with internal and external constituents. Maintain and strengthen existing relationships with institutional donors. Ensure compliance with funding requirements.
- Monitor and reconcile monthly institutional giving reports and track progress toward annual revenue goals. Provide status of grants pending or received to Finance Office and Executive Director
- Meet proposal deadlines by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
- Enter and monitor tracking data for all grants received.
- Assemble information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance.
- Write, revise, and edit drafts including executive summaries, conclusions, and organization credentials.
- Maintain quality results by following proposal-writing standards including readability, consistency, and tone. Obtain approvals by reviewing proposal with project leaders and department heads.

This outline description focuses on the primary duties of the position. It is not designed nor intended to include all duties and responsibilities inherent in satisfactory performance of the position. Management reserves the right to revise this job description from time to time as needed.

Qualifications / Skills:
- Superb written communication skills. Superior analytical, research, editing, verbal, and project management skills. Ability to learn appropriate levels of information about a broad range of the Museum’s activities and goals to synthesize complex ideas into compelling proposals that resonate with funders.
- Ability to understand and align the needs and requirements of both the Museum and the foundation or agency offering grant funding.
• Excellent organizational and time management skills; able to work to deadlines.
• Able to understand and execute complex instructions.
• BA/BS required. English, Communications/Marketing, or History major preferred but not required.
• 2+ years of demonstrated success in creating and executing a well-coordinated plan to cultivate and solicit support from foundations, corporations, and government sources. You will have effectively managed multiple grant-related activities simultaneously serving as lead writer for grants, letters of intent, concept papers, reports, follow-up letters, thank you letters and other grant-related documents as needed.
• Fully competent computer skills, including advanced knowledge of MS Office, internet research, funding databases
• Experience working with national foundations and government agencies.
• Familiarity with foundations serving cultural and educational sectors is preferred.

Please send all cover letters and resumes to Tracy Maynard, Director of Human Resources at tmaynard@plimoth.org.