

# Grants Manager

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EMPLOYMENT TYPE	UNIT	OPEN DATE
F/T Exempt	Development	04/14/2024

## Position Summary:

The Grants Manager will manage efforts to secure funding from private and corporate foundations and government sources to support the Japanese American National Museum's revenue goals, working closely with program and fundraising staff.

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## Essential Duties and Responsibilities

1. Research and identify grant opportunities and analyze the fit for JANM and our collaborators/ partners. Prepare recommendations for consideration by management staff.
2. Identify key foundation players and coordinate the development of larger-scale grant proposals around museum initiatives and programs.
3. Work closely with Executive Team, Program Directors, and Finance to develop, strategize, and write compelling grant proposals for projects, programs, and exhibitions that are needed on a regular basis.

4. Work closely with project managers and Finance to develop budgets for new and existing programs.
5. Sustain positive productive relationships with existing corporate, private, and government foundations on a local and national scale to maintain the base of grant support for JANM.
6. Set up, coordinate, and participate in conference calls and/or site visits with Foundations for potential funding opportunities (pre-grant proposal) or proposals under review.
7. Work closely with community and business leaders, investors, stakeholders, senior officers, employees, and development staff to advance the mission of the organization.
8. Research and analyze statistical, social, economic, and demographic data and literature to support museum initiatives and programs in coordination with the President/CEO and Chief Development Officer.
9. Work closely with Grants Coordinator to help manage the reporting requirements associated with receiving grant funding or contracts in partnership with program and finance staff. This includes working with staff to evaluate and report on outcomes associated with disbursed funds.
10. Work closely with Grant Coordinator, Finance, and Project Managers to ensure compliance requirements of grant applications and contracts.
11. Work in collaboration with other functional areas, including finance, marketing & communications, education, program, and exhibition departments to integrate efforts and ensure the most efficient and effective outcomes.
12. Maintain expert knowledge of current and evolving fund development, economic, political, legislative, technical, or general business trends that may affect the museum's efforts to achieve organizational results.
13. In conjunction with Grants Coordinator, track and report annual grant revenue and coordinate grant financial tracking systems with the finance department.
14. Assist with other fundraising projects as requested including JANM's Benefit & Online Auction solicitation.
15. Staff members must be able to work with visitors of all ages to support the various events sponsored by JANM. Each staff member will be expected to work on a minimum of three museum-wide events per year:

- JANM's Benefit and Online Auction—(off-site) typically held in the Spring (April-May)
- Oshogatsu Family Festival (first Sunday in January)
- Natsumatsuri Family Festival (Saturday in August)

***This list is not exhaustive and may be supplemented as necessary. Incumbent will perform related duties as assigned.***

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## Knowledge, Skills, and Abilities

### QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions outlined above.

### EDUCATION

Bachelor's degree in finance, accounting, communications, or museum studies preferred; or an equivalent combination of education and grant writing experience.

### EXPERIENCE/KNOWLEDGE

A working knowledge of grantsmanship and grant management with at least 3 years of previous experience. Additional experience in development operations is beneficial. Previous experience working in a non-profit or museum beneficial. At least one year of successful experience as a supervisor. Superior organizational skills and attention to detail are critical; must have strong ability to multi-task, prioritize, and work well under pressure to meet multiple competing deadlines. Experience in professional or technical writing, especially in writing for fundraising. Strong proofreading skills. Professional phone manner is essential. Ability to plan and manage tasks according to firm deadlines, clearly communicate delays, and respond to requests in a timely manner. Demonstrate commitment and flexibility at all times in order to ensure high quality customer service to coworkers and external constituents; patience and

ability to adjust and provide appropriate action when unanticipated need arises. Knowledge of Japanese American / Asian American history and culture is preferred.

## **COMMUNICATION**

Has excellent communication and negotiation skills. Must be able to provide courteous and effective service to co-workers, volunteers, and the general public. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations. Ability to read and comprehend documents such as safety rules, operating and maintenance instructions, and procedural manuals. Ability to write grant and business reports and correspondence. Ability to effectively present information in one-on-one, group format, and respond to questions from managers and outside organizations.

## **COMPUTER**

Is computer literate, Internet savvy, and experienced with MS Office, Google Calendar, Gmail, and Altru preferred. Experience with Asana, Slack, or other CRM database is beneficial. Familiarity with online foundation directories and using databases. Accuracy and attention to detail are essential.

## **MATH**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING**

Ability to act on own initiative, making consistently sound decisions. Must be able to comply with institutional policies and procedures. Ability to perform effectively under conditions of fluctuating workload. Ability to make practical decisions and solve problems, adapt to change, and communicate effectively. Ability to carry out instructions furnished in written, oral, or diagram form and articulate challenges and request support where needed. Reliable follow-through on assigned projects in a complete, well conceived, and timely manner.

## **PHYSICAL**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

## **ENVIRONMENT**

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

The Grants Manager is a regular, full-time position. Please note, however, that this is an *at-will* position, meaning that your employment may be terminated at any time, with or without notice, and with or without cause. There is, in other words, no guarantee that you will be employed until any date in the future.

## **REPORTING RELATIONSHIPS**

**Reports To:** Chief Development Officer  
**Positions Supervised:** Grant Coordinator

## **SALARY RANGE**

\$72,000 - \$79,567 per year