

Position Title: Grants Writer

Status: Full-time, includes some evenings and weekends

Direct Supervisor: Director of Government and Institutional Giving

Mission

The Bronx Museum of the Arts is a contemporary art museum that connects diverse audiences to the urban experience through its permanent collection, special exhibitions, and education programs. Reflecting the borough's dynamic communities, the Museum is the crossroad where artists, local residents, national and international visitors meet.

Since its inception in 1971, the Bronx Museum of the Arts has prioritized serving the underserved communities in which it was founded. Always free and open to the public—so there are no barriers to access—the Bronx Museums' programming expresses its tremendous cultural and community wealth, striving to be an open, inclusive, and equitable place where all feel welcome.

In May 2016, the Bronx Museum announced plans for an architectural upgrade that will result in more space for public programs and exhibitions. To achieve this goal, the Museum launched a \$20 million capital and \$10 million endowment campaign.

General Summary

The Bronx Museum has an immediate need for a seasoned Grants Writer. Reporting to the Director of Government and Institutional Giving, the Grants Writer will be responsible for researching funding opportunities and writing strategic and compelling letters of intent (LOI's), grant proposals, interim and final reports, and collateral material. The Grants Writer will also help create project budgets working with the Development team and Departmental staff, manage the foundation, corporate, and government pipeline by tracking application deadlines and the dates when interim and final reports are due, maintain donor credit language, and assist in the stewardship of donors.

Overall Responsibilities and Duties:

- Work with the Director of Government and Institutional Giving to develop an annual institutional grants strategy by identifying programs and initiatives for which grants will be solicited
- Research and build a pipeline of new funders
- Work cross-departmentally to create letters of intent, prepare application budgets and materials, and financial reports
- Submit complete proposal packages, interim and final reports as assigned
- Support the collection and analysis of data outcomes for projects and programs supported by grants

- Manage and maintain the Development Department's calendar of submission deadlines
- Cultivate and steward relationships with program officers
- Assist in the sharing of institutional and program updates to our various constituents, stakeholders, and supporters
- Participate in all Development activities, such as cultivation and donor events
- Other duties as assigned

Required Skills/Qualifications:

- Demonstrated success in securing foundation, government, and corporate grants
- Excellent project management and communication skills and ability to meet strict deadlines while maintaining high quality work and attention to details
- Ability to work independently and coordinate multiple projects simultaneously in a fast paced environment
- Knowledge of MS Office (e.g. Outlook, Excel, and Word), and fundraising software such as Veeva
- Availability to work occasional nights and weekends necessary
- Strong knowledge of and passion for contemporary art and community-based arts practice
- B.A. degree and at least two to three years of grant writing experience required, graduate degree in a relevant field is preferred

To Apply

Please email a cover letter, resume, two writing samples, and three references to: humanresources@bronxmuseum.org and include "Grants Writer" in the subject line.

Selected applications will be contacted. Due to the high volume of resumes we receive, we will not be able to respond to phone calls or emails.

The Bronx Museum of the Arts is an equal opportunity employer.