

ORGANIZATION	New Bedford Whaling Museum
LOCATION	New Bedford, Massachusetts
THE POSITION	Foundation Relations Manager

Position Description

The New Bedford Whaling Museum is seeking a seasoned writer to fill the position of Foundation Relations Manager. With the guidance of the Senior Director of Development, and in coordination with other departments, this individual will work to secure public and private funding in support of the organization and engages in prospect research, development and writing of grant and sponsorship proposals, and coordination of information and systems. Additionally, the Foundation Relations Manager will track objectives and outcomes of programs to ensure compliance with the grant deliverables and compile information for grant reporting and program evaluation.

Required Qualifications and Experience:

1. Bachelor's Degree or equivalent, experience in grant development; excellent editing, writing and evaluation required
2. Experience in researching major gift and/or grant resources, and in researching information for use in grant proposals
3. Proven record in writing and receiving grant awards
4. Strong computer skills, primarily Word, Excel, and Internet; experience with Raisers Edge database a plus
5. Proven ability to meet deadlines and manage multiple projects simultaneously
6. Excellent writing, organizational, time management and interpersonal skills. Strong analytical skills are required to research and resolve issues. Excellent presentation, demonstration, verbal and written communications skills
7. Organizational skills required to manage conflicting priorities and functions in a fast paced team environment
8. Results orientated, with excellent record of successful relationships with foundations and ensuing grants

Responsibilities:

1. Work both independently and collaboratively to write, edit and submit public and private grant and sponsorship proposals and applications to secure funding from foundations, corporations, government agencies and individuals.
2. Research and identify appropriate funding sources using electronic and print mediums, including research on individuals, corporations, foundations and public sources of money.
3. Work with the Department Heads to collaborate and develop grant concepts and components.
5. Maintain files, records and database of grantors, grants and related activities. Maintain calendar of grant activities including potential release dates for RFPs, deadlines and report dates.

APPLICATION INSTRUCTIONS: Send resume, cover letter, list of grant awards, and 3 writing samples to Michelle Taylor, Senior Director of Finance and Human Resources, at mtaylor@whalingmuseum.org.

The employer is committed to equal employment opportunity for all persons without regard to race, color, religion, sex, national origin, marital or parental status, sexual orientation, gender identity, veteran status, age or disability. In addition, the employer is committed to improving employment opportunities for and utilization of people who may have been denied equal opportunity in society at large. The employer encourages application from people of color.