



### **The New Bedford Whaling Museum**

Founded in 1903, the Museum seeks to advance understanding related to the influence of the whaling industry and the port of New Bedford on the history, economy, ecology, arts, and cultures of the region, the nation and the world. We tell the stories of the many diverse communities that shared in the creation of this history, through excellence in our collections, scholarship, and all forms of public engagement. The Museum is recognized as a compelling destination that inspires all visitors to reflect on the complex issues that shaped the past, remain critical today, and inform a sustainable future.

The Whaling Museum is a leader in the cultural landscape of the SouthCoast, typically welcoming more than 100,000 visitors annually, and offering engaging exhibitions, dynamic public programs and vibrant educational activities appealing to learners of all ages.

### **Manager of Institutional Relations**

Reporting to the Director of Philanthropy, the Manager of Institutional Relations will lead the Museum's efforts to secure public and private institutional funding for our diverse and innovative exhibitions and programs, and for the maintenance of our unique collections and historic campus in the heart of downtown New Bedford. The Manager of Institutional Relations will oversee a robust foundation fundraising program and work in collaboration with other departments and senior leadership to develop and draft compelling approaches to new institutional funders. S/he will be an important part of the Development team as the Museum continues to launch innovative new projects, and carry out its mission to ignite learning through explorations of art, history, science and culture rooted in the stories of people, the region and an international seaport.

#### ***CORE RESPONSIBILITIES***

- With the Director of Philanthropy, develop and implement annual goals and strategy for institutional fundraising
- Develop and maintain an organization-wide grants calendar to ensure that all grant submission and reporting deadlines are met
- Draft and submit all grant proposals, reports and supporting materials
- Collaborate with senior leadership as well as members of the Curatorial, Museum Learning, Visitor Experience, Digital Engagement and Operations teams to gather information and materials needed to craft accurate and compelling funding requests
- Work across departments to track program objectives and outcomes, and to ensure that grant deliverables are met
- Maintain or increase support from a stable lineup of existing institutional funders
- Research and identify new institutional funding prospects; work across departments to develop and follow up on leads
- Maintain accurate and thorough grants-related records in the Museum's shared files and donor database

#### ***REQUIRED SKILLS AND EXPERIENCE***

- Ability to work independently and across departments to ensure fundraising goals and grant/reporting deadlines are met

- Ability to write clear, compelling narrative on deadline
- Excellent time and project management skills; ability to balance multiple projects
- Some knowledge of database management (Raiser's Edge preferred); ability to manage grants calendar, including tracking of deadlines and submissions
- 3+ years of experience in non-profit fundraising (or comparable) required
- Ability to work in-person at the Museum at least 3 days/week

**TO APPLY**

Send cover letter, resume and two writing samples to Emily Mead, Director of Philanthropy, at [emead@whalingmuseum.org](mailto:emead@whalingmuseum.org). No calls, please.

The New Bedford Whaling Museum is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.

Salary range is \$55,000-60,000, depending upon experience. The position also includes a robust benefits package.