



Job Posting: Development and Grants Specialist

The National WWI Museum and Memorial is America's museum dedicated to remembering, interpreting and understanding the Great War and its enduring impact on the global community. We are recruiting for an open position within our Development department for a Development & Grants Specialist, reporting to the Vice President of Development.

Job Summary: The Development and Grants Specialist will collaborate with other Museum and Memorial staff to coordinate and maintain various development initiatives. Core tasks of this position will be grant research, writing and reporting; matching gifts; and prospect research under the direction of the Vice President of Development. It is anticipated that the grant writing responsibilities will increase as this position grows. Grants Manager.

Proposals may be submitted to all types of funding sources, such as corporate, community, national and family foundations, as well as local, state and federal government entities. Additionally, the Specialist will lead the Development department's written communication needs for donors, working with other Museum and Memorial staff to develop communication and engagement strategies.

This position also may carry out other Development functions, such as maintaining lists and database information and executing the donor recognition program. Although not responsible for events, the person in this position will be expected to assist in supporting Development events from time to time.

The incumbent is expected to embrace the National WWI Museum and Memorial's stated mission and core values and demonstrate support for them through professional interactions and performance of job duties.

Work schedule: Monday through Friday, 8:30 am to 5:00 pm, with modifications for special Museum and Memorial events when needed. This is a full-time, salaried, exempt position.

Responsibilities:

- Assist in building and executing a comprehensive fundraising and grant writing program.
 - Create and maintain an annual fundraising calendar and annual grant budget and timeline.
 - Maintain and develop lists of event and donor prospects.
 - Assist with components of capital campaign(s) and other Development fundraising projects.
 - Develop and improve writing effective grant proposals, reports, case statements and other key fundraising materials and meet deadlines.
 - Assist in funding portfolios, initiate and implement strategies with Development team for cultivation, solicitation, follow-up and stewardship activities. Lead iWave donor research efforts.
 - Research, develop, monitor and foster relationships with local, regional and national donors and potential donors to secure gifts that are in alignment with the Museum and Memorial's needs and mission.
 - Develop and manage organization-wide donor communication program.
 - Enlists support by promoting the Museum and Memorial through various initiatives, may include public speaking engagements.
 - Work collaboratively to research and monitor giving foundations to identify those in alignment with the Museum and Memorial's needs and mission.
 - Performs other duties as assigned.
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Education and Experience:

- Bachelor's degree plus three years of grant-writing experience or high capacity for writing fundraising material.
 - Self-directed, flexible in responding to changing needs and multi-task while maintaining a high level of attention to detail.
 - Grant Professionals Certification Institute (GPCI) is desired.
 - Excellent organizational skills, able to meet deadlines.
 - First-rate communication skills.
 - Prospect research experience desired.
 - Able to work independently and be a part of a fast-paced, performance-driven team.
 - Professional manner and positive disposition.
 - Knowledge of regional corporate, community and family foundations funding sources preferred or willingness to learn.
 - Ability to establish and maintain effective relationships with a wide variety of people and organizations.
 - Proficient in Microsoft Office products, database software experience [specifically Tessitura] is desired.
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Work Environment: *This job operates in a professional office environment and routinely uses standard office equipment.*

Physical Demands: *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. While performing the duties of this job, the employee is regularly required to talk and hear. This position can fluctuate between a sedentary role or is very active one that requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing or balancing many times throughout the day. The employee must frequently lift and/or move up to 15 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.*

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions.

The National WWI Museum and Memorial is an equal opportunity employer: The National WWI Museum and Memorial is an equal opportunity employer and complies with all applicable federal, state and local fair employment practices laws. The Museum and Memorial strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, sexual orientation, familial status, marital status, or any other characteristic protected under applicable federal, state, or local law. All Museum and Memorial employees, other workers and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including but not limited to, hiring, training, promotion, discipline, compensation, benefits and termination of employment.

The Museum and Memorial complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Missouri Human Rights Act (MHRA) and all applicable state and local laws. Consistent with those requirements, the Museum and Memorial will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, refer any such request to the Human Resources department. The Museum and Memorial also will, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.



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Salary and Benefits: The National WWI Museum and Memorial offers a competitive salary with an excellent benefit package including: pre-tax/Roth 401(k) matching programs; museum contribution plan; health, dental, vision, life with AD&D and short- and long-term disability insurance, Section 125 flexible benefits; paid holidays, paid time off leave.

Application Instructions and/or Questions:

Please send your resume, salary requirements and cover letter to:

Human Resources

National WWI Museum and Memorial

2 Memorial Drive

Kansas City, MO 64108

Email: human-resources@theworldwar.org

PLEASE NOTE: that any applications submitted after February 12, 2020 will not be considered until after March 5, 2020.

NO PHONE CALLS PLEASE. Review of applications begins immediately and continues until the position is filled. By submitting your application, you authorize us to conduct reference checks and a review of available public information. Employment is