



Job Posting: Grant and Development Specialist

Title: Grant and Development Specialist

Reports to: VP of Development – Corporate and Foundation Giving

Job Summary: The Grant and Development Specialist will collaborate with other Museum staff, to coordinate and maintain various development initiatives. A primary focus of this position will be to research, strategize, and prepare grant proposals and reports under the direction of the Vice President of Corporate and Foundation Giving. It is anticipated that the grant writing capabilities will increase as this position grows. 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.

This position also carries out other Development functions, such as maintaining lists and database.

The incumbent is expected to embrace the National WWI Museum and Memorial 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 infrequent modifications for special Museum events when needed. This is a full-time, salaried, exempt position.

Salary: \$53,000-\$60,000

Responsibilities

- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Create and maintain an annual grant submission calendar, annual grant revenue and expense budget, and timeline.
- Submit proposals to grant coordinators for approval.
- Work collaboratively with the education department to identify needs for grant opportunities
- Develop and improve writing effective grant proposals, and meeting deadlines.
- Assist in funding portfolios, initiate, and implement strategies with Development team for cultivation, solicitation, follow-up, and stewardship activities.
- 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's needs and mission.
- Work collaboratively to research and monitor giving foundations to identify those in alignment with the Museum's needs and mission.
- Research grant opportunities from government and non-government agencies.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.
- Prepares proposals by determining concept, gathering, and formatting information, writing drafts, and obtaining approvals.
- Determines proposal concept by identifying and clarifying opportunities and needs, studying requests for proposal (RFPs), and attending strategy meetings.

Job Posting: Grant and Development Specialist

- Meets proposal deadline by establishing priorities and target dates for information gathering, writing, review, approval, and transmittal.
Coordinates requirements with contributors and contributes proposal status information to review meetings.
- Gathers proposal information by identifying sources of information, coordinating submissions and collections, and identifying and communicating risks associated with proposals.
- Develops proposal by assembling information including project nature, objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation.
- Writes, revises, and edits drafts including executive summaries, conclusions, and organization credentials. Prepares presentation by evaluating text, graphics, and binding and coordinating printing.
- Maintains quality results by using templates; following proposal-writing standards including readability, consistency, and tone; maintaining proposal support databases.
- Obtains approvals by reviewing proposal with key providers and project managers.
- Improves proposal-writing results by evaluating and re-designing processes, approach, coordination, and boilerplate.
- Updates job knowledge by participating in educational opportunities; maintaining personal networks.
- Performs other duties as assigned.

Education and Experience

- Bachelor's degree is required, with some grant writing and/or administrative experience.
- Able to be self-directed, flexible in responding to changing needs, and multi-task while maintaining a high level of attention to detail.
- Grant writing experience is required, and/or an overall high capacity for writing fundraising material.
- Excellent organizational skills, able to meet deadlines.
- Excellent communication skills.
- Prospect research experience is desired.
- Able to work independently, and be a part of 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 is desired.

Must show proof of being fully vaccinated for COVID-19, to work safely with staff, volunteers, and guests in the Museum and Memorial. Applicants who become fully vaccinated by their start date will also be welcome.

Work Environment: *This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines, point of sale computer 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*



Job Posting:
Grant and Development Specialist

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.

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

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 contingent upon background and reference checks that the Museum and Memorial determines is acceptable.
