



Title: Grants Officer

Hours: Full time, 9-5 M-F, overtime exempt. Occasional weekend and evening hours required.

Description: The Grants Officer is responsible for the Museum's relationships with mid-range (\$10,000 - \$100,000) foundation and corporate funders. S/he is a strong and organized storyteller who researches, cultivates and stewards institutional funders, according to funder guidelines, deadlines and accepted best practices, to foster connections with the Museum. The GO coordinates Museum-wide for grantwriting and with development colleagues for pipeline management. S/he works as a team player within and across all departments to advance the mission and vision of the Museum.

Qualifications:

- Superior writing and storytelling skills required
- Significant grantwriting experience a must, preferably in a cultural, educational or nonprofit institution
- Knowledge of the Delaware Valley institutional philanthropic environment
- Excellent interpersonal communication abilities and phone manner
- Experience with writing and editing marketing copy a plus
- Experience with Raiser's Edge or similar databases a plus
- Ability to maintain information with appropriate confidentiality
- Ingenuity and attention to detail
- Ability to function independently in a fast-paced environment on multiple projects and meet timely deadlines
- Friendly, organized, reliable, flexible, patient, enthusiastic, team player with a sense of humor and pride of work product

Duties:

- Manage the Museum's mid-range (\$10,000 - \$100,000) foundation and corporate funder revenue streams
- Outreach to institutional prospects including research, identification, cultivation, solicitation, reporting and stewardship
- Coordinate with other staff on a written strategy with goals and benchmarks to increase institutional donations and relationships by a significant percentage annually
- Plan and help execute an overall annual grant proposal and reporting calendar in coordination with VP of External Affairs and other associated staff
- Draft and send accurate and timely acknowledgement letters
- Monitor processes for institutional gift recording and acknowledgement via Raiser's Edge data input
- Assist with development, organization and implementation of fundraising and donor events as needed
- Attend Museum events and meetings as necessary
- Other duties as assigned

Independence Seaport Museum deepens the appreciation, understanding and experience of the Philadelphia region's waterways through history, science, art and community. For more information, visit phillyseaport.org. This is an excellent opportunity for an experienced grantwriter to make an impact at an organization expanding its horizons.

Recent writing sample of a funded grant application required; one additional marketing copy sample encouraged. Send brief cover letter, resume and writing samples to Trish Franklin at tfranklin@phillyseaport.org. Applications without writing samples will not be considered. No phone calls.

Location: Independence Seaport Museum, 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking.