

Position: Development Officer – Grants and Foundations
Reports to: President/CEO
Status: Full time, salaried
Schedule: 40 hours/week. Occasional weekend/evening work required
Compensation: Salary range \$45,000 - \$62,500 DOE

Summary: Reporting to the President/CEO, the Development Officer – Grants & Foundations is responsible for preparing and producing grant proposals and solicitations for funding. This position is responsible for relationship cultivation with foundations and foundation officers. The Development Officer researches and recommends funding opportunities; develops solicitations and proposals for general operating needs, Discovery programs/exhibits, and capital projects; prepares progress and final reports to donors; and maintains the department database and associated records. Audiences include foundations, corporations, major donors, and, when appropriate, government sources of funds.

Requirements:

- Bachelor's degree preferred
- At least three years of professional grant writing experience or sales and marketing experience
- Successful track record of grant solicitations
- Above-average competency with Microsoft Word, Excel, Outlook, project management software, and web-based grant application platforms

Environment: General office environment. Work is sedentary but may require standing or walking for up to 10% of the time. Work is generally performed within an office environment, with standard office equipment available

Job functions: The duties and functions of this position include, but are not limited to:

- Prepare grant proposals for foundations, corporations, and individual donors, in draft and final form, addressing identified organizational funding priorities.
- Develop strategies to create and maintain relationships with potential funding sources.
- Work with museum staff in identifying and gathering information on fundable projects.
- Prepare interim and final project reports to funding sources on a regular and scheduled basis, working with finance and other departments to assure timely and accurate reporting.
- Research and recommend funding opportunities from various sources, linking their compatibility with organizational needs.
- Provide research for grant proposals and reports. This may include data collection and literature surveys from various sources (e.g., Discovery staff, government officials and reports, program experts, directories, etc.).
- Maintain accurate database records of corporate and private foundations' donor files.
- Communicate regularly with the President/CEO and appropriate departments and team members on pending proposals.
- Represent The Discovery at meetings and events both inside and outside the organization.
- Assume other tasks and responsibilities as assigned by the President/CEO.

Work characteristics and skills necessary:

- Strong project management and organizational skills
- Self-starters must be able to perform with minimal supervision
- Ability to work within a team and use internal and external resources to perform at a high level
- Excellent verbal and written communication, polished and professional appearance/demeanor
- Ability to remain calm under pressure and adapt to change
- Must have strong attention to detail
- Ability to work extended hours, evenings, and weekends, in and out of The Discovery
- Possible light lifting

How to apply:

Please e-mail your resume, cover letter, and three references to jobs@nvdm.org. No phone calls, please.

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