

Position: Grant writer
Reports to: Director of Development
Status: Full-time, exempt
Schedule: Monday-Friday. Occasional weekend and evening hours may be required.
Compensation: \$60,000 to \$65,000 annually (DOE) plus medical, dental, vision and life insurance benefits. 403b retirement plan available.

Objective: Reporting to the Director of Development, the Grant writer is responsible for preparing and producing grant proposals and solicitations for funding. The Grant writer 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 grant information in the departmental database. Audiences include institutional and family foundations, corporations, nonprofit partners, higher education institutions and government sources.

Job Functions:

- Prepare grant proposals for foundations (institutional and family), corporations and government entities that make a compelling case for financial support and address identified organizational funding priorities.
- In collaboration with the Director of Development, research, identify and gather information on fundable projects.
- Maintain an organization-wide grants deadline calendar using available database tools.
- Prepare interim and final project reports to funding sources on a regular and scheduled basis working with education, finance and other departments to ensure timely and accurate reporting.
- Research and recommend funding opportunities from a broad range of sources, linking their compatibility with organizational needs.
- Conduct research to locate data that supports case statements for grant proposals and reports. This may include data collection and surveys of literature from a variety of sources (e.g., Discovery staff, Altru admissions database, government officials and reports, program experts, directories, guest testimonials, etc.).
- Schedule trustee site visits and include key staff, including the President/CEO, Director of Development and Chief Operating Officer in meetings, as appropriate.
- Make recommendations on strategies, policies and procedures related to proposals and Development fundraising goals.
- Maintain accurate database records and donor files.
- Communicate regularly with appropriate teams and departments on the status of pending proposals.
- Represent The Discovery at internal and external meetings.
- Keep Charity Navigator and other nonprofit donor evaluation tools updated.
- Assume other tasks and responsibilities as assigned by the Director of Development.

Requirements:

- Bachelor's degree required – Communications, Journalism, Marketing, Finance, Business, Political Science or Liberal Arts or related.
- At least three years professional grant writing, nonprofit experience, preferably with an education-focused organization.
- Successful, quantifiable track record of funded grant proposals at local, state, federal level.
- Able to establish and maintain positive and effective working relationships with other staff members, museum members, donors, vendors and suppliers.

- IT literate: Above average competency with word processors, CRM databases, spreadsheets, project management software and web applications, e.g. Microsoft Office, Outlook, Altru, Candid or other donor/research databases.

Necessary Skills:

- Enthusiasm and passion for The Discovery's mission to inspire by being the place to experience science.
- Demonstrated writing ability for a public audience and for formal proposals/reports.
- Demonstrated excellence in interpersonal, written/verbal communications and customer service skills to work effectively with people of diverse talents and backgrounds.
- Demonstrated excellence in problem solving and analytical skills with attention to detail and accuracy.
- Demonstrated excellence in organizational and project management skills; prioritizing multiple projects in order to meet individual and departmental deadlines.
- Ability to remain current with standard policies and procedures.
- Working knowledge of office practices, procedures and business writing.
- Ability to plan work efficiently to meet the departmental budgets, goals and objectives.
- Ability to maintain a high degree of confidentiality.

Characteristics:

- Self-starter, 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.
- Ability to creatively problem solve and make recommendations to Director of Development and other staff as appropriate.
- Excellent verbal and written communications, professional appearance/demeanor.
- Ability to remain calm under pressure and adapt to change.
- Must have strong attention to detail.
- Ability to work extended hours, evening and weekends, in and out of The Discovery as needed.
- Possible light lifting.
- Valid driver's license.

Environment: General office environment. Work is sedentary in nature 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. Occasional manual labor required for special events.

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

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