



Grants Associate

Status: Full time, non-exempt (37.5 hours per week)

Salary Range: \$49,000 - \$59,000

Department: Development

Reports to: Assistant Director of Development

Position Summary: The Grants Associate ensures that the Burchfield Penney Art Center sustains and grows its revenue through grant proposals to private foundations, corporate foundations, and government agencies.

As a member of the Development Department, the Grants Associate will work across all teams of the Center and with community partners to gather program information, compose a compelling case for support, and oversee and administer outcome measurements.

They have primary responsibility for all aspects of grants management, including developing written funding proposals and applications; compiling associated documentation; grant reporting and tracking; timely communication of submission and reporting deadlines; maintaining information in government and foundation databases; ensuring all contract requirements are fulfilled and submitted; and researching grants opportunities in support of various programs and exhibitions at the Burchfield Penney. Additionally, the Grants Associate may be asked to help with other departmental writing projects as needed.

The successful candidate will have excellent time management and communication skills, be self-motivated and able to self-prioritize work, and have experience managing expectations across and upwards within an organization. Superlative written communication skills and strong interpersonal skills are essential, as well as superb attention to detail, excellent organizational skills, and strict adherence to deadlines.

Work Schedule: Work is typically conducted at the Center Monday-Friday during business hours. This position will occasionally be required to participate in events that occur outside those parameters, including evening or weekend events. Flexible scheduling is available to maintain a healthy work-life balance.

Essential Functions:

Grants Management

- Develop and write proposals to private foundations, corporate foundations, government agencies, and other grant-making entities, persuasively communicating the Burchfield Penney's mission, programs, and impact to potential funders.
- Maintain and implement an accurate calendar of funding submission benchmarks, reporting deadlines, and any associated grants-related cultivation activities.
- Provide progress and status reports on a routine basis.
- Maintain a sound knowledge and understanding of the organization and its mission, as well as the various exhibitions, programs, and specific projects that need grant support.

- Coordinate the collection of data for grant submissions, including budgets and images, and all administrative aspects of grant proposals including drafting, circulating, and collecting letters of commitment or support from partners, staff resumes and professional biographies, and other required documents.
- Schedule feedback for submissions between program officers and relevant museum staff.
- Conduct grant research to identify likely funding sources for specific projects, programs, and organizational needs.
- Coordinate regularly with the Director of Finance to ensure compliance with all grant contract requirements, including reporting. Communicate information to appropriate staff.
- Serve as a point of contact for government funding entities.

Departmental Activities and Support

- Assist with other writing projects that may include donor correspondence, program-specific support, or other projects.
- Participate in the creation of budgets for grant-funded projects.
- Actively participate as a member of the Development Department at fundraising, donor cultivation, and donor stewardship events.

Required Qualifications, Knowledge, Skills, and Abilities

- Bachelor's degree in communications, marketing, English, journalism, non-profit management, business, or a related field of study. Candidates with an equivalent combination of education and experience will also be considered.
- A minimum of three years of proven success in grant management, including grant writing, program/project management, and grant administration.
- Excellent adherence to spelling, grammar, syntax, punctuation, and other writing standards is a non-negotiable requirement for this role. Candidates will be asked to produce a writing sample during the interview process, which will be on-site and timed.
- Ability to think ahead and be a problem-solver, with the self-confidence to trust independent judgment and take the correct action decisively. Goal oriented and self-motivated, exercising initiative and creativity.
- Demonstrated ability to pay close attention to detail, to efficiently manage several work assignments and tasks simultaneously, and to self-prioritize work in a fast-paced environment.
- Strong interpersonal communication skills, with abilities to build relationships and collaborate across teams within the organization and within the funding community.

To apply: Please email your cover letter, resume, and three professional references in one PDF document, saved as "Last name.FirstName" and Grants Associate in the subject bar to burchfld@buffalostate.edu. No calls, please.

This position is open until filled, but only applications received by March 31, 2024 can be assured full consideration. The target employment date is May 20, 2024.