



Director of Grants & Sponsorships

The Director of Grants and Sponsorships directs the BMA's efforts to secure funding from all sources for a broad range of special projects and sponsorships, including but not limited to exhibitions, education initiatives, conservation activities, and capital projects. This position also supervises the Assistant Director, Grants & Sponsorships, who is responsible for meeting the corporate and foundation Annual Fund goals and stewarding corporate and foundation donors.

The Director of Grants and Sponsorship collaborates with staff across the Museum, including the leadership team to develop competitive proposals by conducting project and prospect research; developing customized cultivation and solicitation strategies; convening cross-divisional grant project teams; writing proposals and reports; managing a grant production schedule; maintaining accurate electronic donor records and hard files; and managing the stewardship of grantors. This position reports to the Chief Advancement Officer.

RESPONSIBILITIES

Responsibilities include but, are not limited to:

Grant Writing and Reporting

- Develop competitive proposals for current and out-year fundraising priorities utilizing a diversified network of funding organization including government agencies and private foundations/donors
- Take lead in assembling team, including project director and project staff, to outline grant components, production process, and deadlines
 - Write persuasive narratives, in collaboration with project directors
 - Prepare/coordinate accurate budgets and required support materials
- Oversees both the pre-award and post-award activity including coordinating receipt of award documentation, maintaining proposal and funding records in database systems, and preparing scheduled and special reports, studies and analyses

Research

- Develop working knowledge of BMA fundraising history, as it relates to donors and projects
- Stay informed on BMA programs, current and future, through on-going conversations with staff
- Conduct research on continuous basis to identify potential funding sources
- Make initial contact with potential funders to confirm eligibility and determine competitiveness of BMA project
- Stay abreast of current trends in philanthropy and best practices in fundraising

Collaboration

- Forge strong working relationships with staff throughout Museum to maximize fundraising opportunities
- Support Director, Trustees, and Chief Advancement Officer in development of presentations related to proposals
- Develop network of contacts working in similar positions at local arts and cultural organizations

Management

- Manage grant production schedule to ensure systematic and timely development of the grant package and proper review
- Manage communications with prospects and donors before and after grant applications are submitted
- Feed timely information into Master Grants Calendar
- Meet grant deadlines

Corporate and Foundation Program

- Supervise and mentor the Assistant Director, Grants & Sponsorships to ensure that Annual Fund goals are met and sponsorships are effectively stewarded
- Establish reasonable but challenging goals and an effective means of monitoring progress toward goals; provide regular, constructive feedback

Donor Cultivation and Stewardship

- Cultivate and maintain strong relationships with current and prospective donors
- Determine when it is advantageous to enlist participation of BMA leadership or Trustee
- Manage donor expectations
- Fulfill promised donor benefits and identify opportunities for over delivery
- Ensure accurate donor credit lines
- Communicate credit lines and updates to appropriate departments and staff members

Donor Records Management

- Maintain accurate donor records and activity reports in Raiser's Edge and hard files
- Work with Advancement Services Coordinator to ensure accurate gift entry
- Participate in reconciliation of Advancement and Finance reports

QUALIFICATIONS

- 4-year undergraduate degree in Liberal Arts or Arts Administration; graduate degree preferred or professional experience equivalent
- 5-7 years of development experience; 3-5 years of grant writing experience
- 2-3 years experience with federal grant writing and reporting
- Proven record of successful fundraising through grants and donor solicitation
- High level of professionalism, integrity, reliability, and good judgment
- Extensive experience using web-based and traditional research tools
- Proficiency with donor databases; Raiser's Edge preferred
- Excellent communication skills, written and oral
- Solid experience managing and mentoring staff
- Ability to work independently and in a collaboration with colleagues
- Excellent project management and problem-solving skills
- Expert knowledge of Microsoft Office Suite
- Passion for the arts

BENEFITS

The BMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, flexible and condensed scheduling, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

APPLY

Please send a cover letter with salary requirements and resume to HR@artbma.org with **“Director of Grants & Sponsorships” your first and last name** in the subject line.

Incomplete application materials will not be considered.

Position will be posted until filled.

No phone calls please.