



Title: Grants Officer

Department: Development

Status: Part-time (20 hours per week); Hourly

Supervisor: Director of Philanthropy

Salary: \$23 - \$25/hour

Position Description: The Grants Officer is responsible for maintaining and building a portfolio of grants that aligns with MNA's priorities. This position will prospect for grant opportunities; research, write, and submit proposals and reports; and manage awards in support of the museum's goals.

Responsibilities:

- Manage a wide variety of grants, including writing, editing, and submission of grant proposals and reports.
- Outreach to grant prospects including research, identification, cultivation, solicitation, reporting, and stewardship.
- Participate in grant funder workshops and meetings to ensure museum projects align with funder expectations.
- Plan and execute an overall annual grant proposal and reporting calendar.
- Prospect for new grant opportunities appropriate for MNA.

Key Relationships:

- Works under the Director of Philanthropy.
- Work closely with Development Associate and finance team to ensure timely and accurate recording and acknowledgement of grant funding.
- Work with MNA staff across departments to develop compelling grant proposals aligned with programmatic and operational priorities and strategic goals.
- Communicate with existing and prospective funders regarding grant proposals, reports, and project progress. With the Director of Philanthropy, steward and cultivate funders through tailored communications and in-person meetings as appropriate.

Education or Experience Requirements

- 3+ years of prior grant-writing experience, preferably in a museum, cultural, educational or nonprofit institution, with a demonstrated track record of success.
- Excellent computer skills, including ability to effectively utilize a variety of grant portals, as well as proficiency with Microsoft 365, including Word, Excel, Teams, and Sharepoint.
- Experience with database management, such as constituent relationship management (CRM) software, an advantage.



Abilities, Skills, and Knowledge

- Superior writing and storytelling skills required.
- Excellent interpersonal communication skills, both written and verbal.
- Ability to effectively manage multiple projects and timelines.
- Knowledge of basic concepts related to fundraising and grant management.
- Ability to adapt to a changing environment and remain flexible.
- Excellent initiative and ability to work independently and as part of a team.
- Discretion in working with confidential information.
- Detail-oriented, with strong strategic planning and organizational skills.
- Visual acuity and ability to work at a computer for extended periods of time.
- Ability to represent the museum in a professional and positive manner at all times.

Working Conditions

- This is a part-time, permanent position with flexible hours based on agreement between the Grants Officer and their supervisor, the Director of Philanthropy.
- The position is based in Flagstaff, Arizona, with the expectation of in-office work 2-3 days per week. Some remote work is possible based on agreement between individual and supervisor.

How to Apply

Please submit a cover letter and resume to employment@musnaz.org. Email is the preferred method of application submission. If you have further questions, please contact Jill Thomas at 928-774-5211, ext. 203. Resume review will begin immediately.

“We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.”

