

Grant Writer and Prospect Research Analyst, Salary

Job Description Summary:

The primary role of the Grant Writer is to research, develop, write and submit proposals, letters, reports and other materials as necessary to secure grant support from foundation, corporations and government funding sources to support the Fort Worth Museum of Science and History. The Grant Writer must be a skilled facilitator, capable of articulating institutional objectives to funders. A track record of achieving financial goals is essential. Experience working in a fast-paced, results-oriented environment and demonstrated flexibility in meeting shifting demands and priorities is a must. A high degree of creativity, energy and initiative is required. Familiarity with Tessitura is preferred. Primary responsibilities include prospect research, preparation of original proposals and reports, and donor stewardship and the management of a high volume of annual foundation donors. The Grant Writer must work cross-departmentally to increase contributed support and advance institutional priorities. Excellent oral and written communication skills are essential. Must be able to juggle multiple projects and meet strict deadlines.

Basic Function and Responsibilities including but not limited to:

Research Funding Opportunities

- Investigate and identify prospective funding sources through colleagues, directories, periodicals, and internet research
- Research and initiate relationships with new prospective funders
- Write letters of inquiry and solicitations
- Match prospective funding sources with institutional priorities
- Prepare and Submit Applications for Foundation, Corporate and Government Funders
- Draft compelling grant proposal narratives for general operating and restricted project grants; assist with drafting corporate proposals as needed
- Work with Executive Vice President of Development, Chief of Staff, and Department Heads to prepare project budgets that meet funder guidelines
- Work cross-departmentally to assemble and submit applications by due date
- Verify that proposals have been received and that appropriate follow-up has occurred
- Maintain grant calendar and track submissions and results Steward Foundation, Corporate and Government Funders
- Work with museum staff to ensure grant-funded projects are on-track and that obligations are fulfilled within the terms of the grant agreement
- Submit project revisions to funders as necessary
- Prepare and submit reports for funders according to contractual obligations
- Work cross-departmentally to collect statistical information, press, exhibition catalogues, and images
- Work with appropriate museum staff to prepare financial reports according to funder guidelines
- Assemble and submit reports by due date
- Ensure hard files and donor records are accurate and up-to-date with recent correspondence and submissions
- Assist with stewardship and fulfillment on an as-needed basis
- Cultivate relationships with foundation representatives and current donors to ensure foundation giving
- Other duties as assigned by Executive Vice President of Development

Qualifications:

- Undergraduate degree required with Bachelor's degree in communications, English, writing or similar field
- Must possess three to five years of institutional fundraising experience with an emphasis on proposal development, grant reporting and donor relations required.
- Candidate must demonstrate strong presentation, communication and organizational skills.
- Must demonstrate proficiency in Microsoft Word, Excel, and Outlook and Adobe Acrobat.
- Accuracy in written correspondence, record keeping and ability to work under deadlines is critical
- Ability to read, analyze and interpret complex documents and instructions
- Excellent grammar and strong research skills
- Ability to calculate figures and construct grant budgets
- Must be highly detail-oriented
- Ability to work in a fast-paced environment and manage multiple deadlines
- Experience working with high level corporate volunteers and community leaders
- Embraces values of Respect, Integrity, and Excellence in the workplace

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SCIENCE AND HISTORY!