



Museum of New Mexico Foundation • Santa Fe, NM
Job Posting: Director of Grants and Institutional Funding
Job Classification: Non-Exempt/40 hours per week
Reports to: President/CEO
April 3, 2019

General Summary

The Director of Grants and Institutional Funding, in coordination with the MNMF President/CEO and Directors of Leadership Giving, is responsible for the strategic planning and development of grant proposals for the Museum of New Mexico (MNM) divisions (four Santa Fe museums, eight historic sites and the Office of Archaeological Studies). The Director also manages the MNMF grants administration system.

Principle Duties and Responsibilities

- The Director, in consultation with MNM Division Directors and Curators/Educators, develops strategic plans and coordinates development of quality grant proposals for submission to public and private grant agencies. Primary activities include, as necessary, writing/editing /reviewing proposal narratives, review of proposed project budgets, provision of supporting documentation, and other necessary activities to ensure grant proposals are of the highest quality and meet funder requirements.
- Manages the MNMF grants administration system in coordination with the Directors of Leadership Giving, MNM Division Directors, grant Project Managers and the MNMF Finance Unit. Maintains physical and electronic grant filing systems, grant reporting schedules and grant system documentation. As identified, makes strategic recommendations to the President/CEO on division of labor refinements within the system that would promote increased efficiencies.
- Liaises, as necessary, with MNM grant Project Managers to ensure interim and final narrative/financial reports for awarded grants are submitted in accordance with grant agencies' guidelines and deadlines.
- Liaises, as needed, with grant Project Managers and/or MNM Division Directors to troubleshoot substantive grant related issues, including overdue grant reports, grant expenditure issues and/or project implementation issues. As necessary, coordinates with the MNMF President/CEO to prioritize discussions with Division Directors on substantive grant issues that demand expedited action.
- Provides vision, leadership and guidance regarding grant-funding opportunities to MNM Division Directors and Curators at monthly one-on-one meetings and/or as needed.
- Identifies any systemic barriers/obstacles that constrain development of competitive MNM grant proposals and makes recommendations to the MNMF President/CEO on strategic solutions.
- Communicates, as necessary, with grant agency Program Officers to ensure clarity on their funding priorities, proposal requirements, and/or future funding initiatives, with the inherent goal of cultivating long-term, recurrent funding relationships.
- Provides regular briefings on grant development activities/priorities at MNMF development team meetings, and communicates on a regular basis with Directors of Leadership Giving to ensure coherence and clarity of grant funding strategies/priorities/activities at each division.
- Coordinate with MNMF Finance Unit to ensure grant financial reporting meets donor criteria.
- Maintains and updates Grants Master Tracking Lists.

- Maintains MNMF registration with SAM.gov, Grants.gov, and ASAP.gov to ensure all federal grant applications are submitted in line with federal requirements and subsequent awarded grants are administered in compliance with federal regulations.
- Upon award of a grant to a MNM Division, coordinates all administrative follow-up to ensure securing of funds and that an administration plan is in place for the grant.
- Works with the respective Directors of Leadership Giving to ensure that grant funder acknowledgements are implemented in accordance with grant agreement guidelines.
- Act as liaison to MNM Divisions and/or funding agencies if substantive grant administration issues arise (e.g., changes in project staffing, changes in project budget).
- Provides a quarterly written synopsis on grants awarded for MNMF Member News as well as monthly synopses and networking requests for MNMF trustee's e-newsletter.
- Performs other duties as assigned

Education and Experience:

- Qualified candidate will have a Bachelor's degree completed with 3 to 5 years prior experience.
- A record of increasing responsibility in resource and grants development for non-profit organizations.
- Ability to develop strategic plans for grant proposal development and identify capacity issues within MNM divisions that will impact on time/effort requirements to complete proposals.
- Ability to communicate effectively with a range of professionals, including MNMF staff, MNM directors, curators, financial specialists and grant-maker program officers.
- Ability to work independently and as part of an often complex and highly personal team.
- Ability to be an informed and articulate spokesperson for the Foundation and the divisions and be an advocate for the MNM community.
- Ability to stay abreast of current grant funding trends and industry best practices.

Skills:

- Strong interpersonal skills and the ability to work independently.
- Ability to maintain a high level of professionalism at all times.
- Outstanding organizational and planning skills.
- A detail-oriented approach with excellent verbal and written communications skills and the ability to speak in public.
- Excellent computer skills with knowledge of Microsoft Office Suite and Salesforce.

Training Required:

- New hire orientation
- Resources necessary to stay abreast of current trends, demographic changes and industry best practice

Other Requirements:

- NM driver's license and ability to attend offsite meetings and events.
- Able to work occasional weekends and evenings.

Salary and Benefits

- Salary commensurate with skills and experience. In general range of \$50,000/year
- Health and Dental Insurance (70% of premiums covered by employer)
- Life Insurance and Long Term Disability Insurance
- Paid Time Off (Major Holidays, Vacation, and Sick Leave) and Family Leave of Absence
- 401(a) and 403(b) Retirement Plans

To Apply:

Submit cover letter and resume to Jessica Ordaz at Jessica@museumfoundation.org.

The Museum of New Mexico Foundation is an equal opportunity employer.