TUUCSON MUSEUM OF ART AND HISTORIC BLOCK
GRANTS MANAGER AND DEVELOPMENT ASSOCIATE
JOB DESCRIPTION
EOE

POSITION: Grants Manager and Development Associate
WORK SCHEDULE: Primarily Mon-Fri between 8:30 a.m. and 5:00 p.m. Hours may vary to include special events and activities in the evenings and on weekends related to this position.
STATUS: Full-time exempt
REPORTS TO: Director of Development
SALARY: $45,000 - $50,000

The Grants Manager and Development Associate in collaboration with program staff, researches, develops, submits, and monitors corporate, foundation, and government grant requests and strategies to meet institutional fundraising goals for the Tucson Museum of Art. Provides project management support for institutional development projects, assists in the coordination of giving proposals, and supports development as needed.

A secondary component of the Grants Manager and Development Associate position is to develop and direct two annual fund drives and cultivating annual fund donors. Working closely with the Director of Development, the primary goal is to retain and raise the donors to the annual fund. The Grants Manager and Development Associate is expected to help secure and retain existing and prospective funders to immediate and future contributions. In addition, this position is responsible for writing collateral material for the annual fund and other development activity as needed.

ABOUT THE TUCSON MUSEUM OF ART

At the Tucson Museum of Art, we actively seek to employ a diverse group of people who embody, promote, and uphold our organizational values and Inclusion, Diversity, Equity and Access (IDEA) Plan. We welcome and encourage individuals of all backgrounds to apply. The IDEA Plan’s principles of relevancy, community, respect and multivocality are at the heart of the museum’s collection, exhibitions, programs, Board of Trustees, staff and volunteer groups.

Located in downtown Tucson, the Tucson Museum of Art and Historic Block connects art to life through meaningful and engaging experiences that inspire discovery, spark creativity, and promote cultural understanding. A core value of the museum’s Strategic Plan is to ensure a culture of inclusion, diversity, equity and access.

As a responsive, community-centered museum, we strive to represent, activate, and advocate for all Southern Arizona communities.

EXAMPLES OF WORK PERFORMED

- Research funding opportunities.
- Writing proposals and grant applications for Tucson Museum of Art with appropriate staff inclusive of supplemental materials and budgets.
Ensures that all applications meet guidelines and published timetables and deadlines.
Maintains calendar of awarded grants and upcoming opportunities.
Keeps track of and manages reporting requirements, deadlines, and funding requests.
Stewards donors that give up to $2,500 annually.
Develops, implements and tracks appeals for the annual fund with the direction of the Director of Development.
Supports Director of Development in managing and establishing fundraising goals, prospect management and project deadlines.
Assists the Director of Development with administrative needs for fundraising efforts as well as Departmental operations.
Performs other related duties as assigned.

MINIMUM REQUIREMENTS – KNOWLEDGE & SKILLS
- Two years of post-secondary education or 2–3 years of development experience.
- Ability to research, plan, organize, and manage projects
- Proven success in grant writing in the non-profit industry and knowledge of state, federal, private, and public funding agencies.
- Strong interpersonal and motivational skills and ability to work well within a team environment.
- Demonstrated ability to write clearly and persuasively. Attention to detail and accuracy are essential.
- Budgeting experience preferred.
- Experience with, or ability to learn, Blackbaud ALTRU and Grant Research software including Foundation Directory Online, Grants.gov, and ease with learning new software applications.
- Knowledge of office procedures and equipment, including Microsoft Office Suite.
- Ability to handle confidential materials and donor information with discretion.
- Ability to organize workflow and coordinate multiple concurrent activities in a high-volume environment, including the ability to set and meet realistic project timelines.
- Strong analytical skills are necessary to condense and interpret digital data and statistics.
- Creative decision-making skills; research, analytical, and critical thinking skills.
- Ability to establish and maintain effective working relationships with fellow employees, Board members, volunteers, and vendors.
- Ability to exercise discretion with confidential information.
- Perform other related work as required.

Application Materials:
- Cover letter outlining your interest in the position and how fundraising can support TMA’s IDEA efforts.
- Resume or curriculum vitae
- Contact details for two professional references.

To Apply send application materials to jobs@tucsonmuseumofart.org