

TUCSON MUSEUM OF ART AND HISTORIC BLOCK
GRANTS AND DEVELOPMENT MANAGER

JOB DESCRIPTION

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POSITION: Grants and Development Manager

WORK SCHEDULE: Primarily Monday through Friday between 8:30am and 5:00pm. Hours may vary to include special events and activities in the evenings and weekends, as related to this position.

SALARY: \$45,000-\$55,000

STATUS: Full-time, exempt

REPORTS TO: Director of Advancement and Strategic Initiatives

The Tucson Museum of Art (TMA) is seeking an enthusiastic and detail-oriented Grants and Development Manager to join our team. This position is a unique opportunity for an individual passionate about art and deepening community relationships, combining expertise in grant writing and coordination with a range of fundraising support activities. The Grants and Development Manager will play a vital role in securing resources to sustain and expand TMA's mission, ensuring our programs and exhibitions continue to inspire and engage diverse audiences.

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.

KEY RESPONSIBILITIES

Grants Coordination (65%):

- **Research & Prospecting:** Identify and research grant opportunities from foundations, corporations, and government sources that align with TMA's mission and strategic goals as well as programmatic aims and needs.
- **Proposal Development:** Work in collaboration with TMA colleagues to craft compelling grant proposals, letters of inquiry, and related materials, ensuring alignment with funder requirements and TMA's priorities. Review and edit proposal content collaboratively generated to create a final proposal ready for submission. Manage proposal submission timeline and process to insure smooth proposal development process. Manage and execute proposal submissions.

- **Relationship Building:** Cultivate and maintain strong relationships with grant-making entities, serving as a key point of contact and providing updates as needed.
- **Grant Management:** Oversee the tracking and reporting of grant activities, ensuring compliance with all grant guidelines and deadlines, maintain login information for online grants systems. Maintain meticulous records in TMA's CRM system.
- **Impact Reporting:** Work closely with program staff to gather data and develop narratives that effectively communicate the impact of funded programs. Organize, edit and submit reporting to funders.

General Fundraising Support (35%):

- **Annual Fund Appeals:** Support the development and implementation of Fall and Spring Annual appeals, including development of timelines and appeal message, design, production and distribution of appeal. Tracking and recording incoming appeal gifts and producing timely thank you and tax acknowledgment letters to donors.
- **Donor Communications:** Assist in the development and execution of donor acknowledgment materials, such as thank you and tax acknowledgment letters for end of year giving and annual gala.
- **Database Management:** Ensure accurate and up-to-date donor information in TMA's CRM system, providing support for data entry, recording gifts and pledges, report generation, and analysis.

MINIMUM REQUIREMENTS – KNOWLEDGE & SKILLS

- Bachelor's degree in a related field or equivalent experience.
- At least 2-3 years of experience in grant writing, fundraising, or nonprofit development.
- Exceptional writing and communication skills, with a strong attention to detail.
- Proven ability to manage multiple projects and deadlines effectively.
- Familiarity with CRM systems and donor databases (e.g., Raiser's Edge, Salesforce, Altru).
- Ability to work independently and as part of a collaborative team.
- A passion for the arts and commitment to TMA's mission.

Preferred Qualifications:

- Experience working in a museum, cultural institution, or arts-related nonprofit.
- Knowledge of the funding landscape in the arts and culture sector.
- Experience in event planning and volunteer management.

Application Process:

To apply, please send a cover letter, resume, and a writing sample to jobs@tucsonmuseumofart.org.

No phone calls, please. Applications will be reviewed on a rolling basis until the position is filled.