Application Instructions

For

Grant Administrator at Mid-Hudson Children’s Museum

We welcome your application for the position of Grant Administrator at the Mid-Hudson Children’s Museum of Poughkeepsie, NY.

Please review the attached position description and include the following four items with your application:

• Cover letter
• Resume
• 1-2 page bullet-list summary that explains how your previous experience supports each of the duties and responsibilities listed in the position description
• List of 3-4 references. Please provide the affiliation, day and evening phone numbers, mailing address, and email address for your references. *(Do not send letters of reference – we will contact references directly.)*

Please email your application as a Word or PDF file to:

• Jobs@mhcm.org by Friday, March 20, 2020
• Please do not send your application embedded in the text of an email message.
• All applications received will be reviewed starting Friday, March 20, 2020. After you submit your application, we will confirm with you by email that your materials have been received.
• We anticipate a target starting date of mid-April 2020.

Thank you for your interest in the Mid-Hudson Children’s Museum. We look forward to reviewing your application.
MID-HUDSON CHILDREN’S MUSEUM
POSITION DESCRIPTION

Title: Grant Administrator

TITLE OF SUPERVISOR: Executive Director

MAIN FUNCTION

The Grant Administrator is involved in all aspects of securing and administering grants at the Mid-Hudson Children’s Museum including identification of new funding sources; proposal development, grant writing and submission; budget development and tracking; and billing and reporting.

SCOPE

Administration of federal and foundation grants ranging in size from $5K to $2M. Often works in collaboration with other museums, community, and academic/university partners.

RESPONSIBILITIES

Planning, prospecting and Proposal Development (60%)

Conducts prospecting searches to identify new sources of grant funding appropriate to the Mid-Hudson Children’s Museum’s funding priorities and organizational initiatives.

Coordinates monthly grant meetings of senior leadership team. Brings forth for consideration current funding opportunities and proposal ideas, and shares status of current grant projects.

Coordinates pre-proposal activities, including constructing of logic models, conducting topical research, establishing proposal-writing timelines, and soliciting members to project advisory boards.
Writes and/or participates in the writing of selected grant proposals by working closely with the Executive Director.

Oversees grant proposal submission process.

**Grant Administration, Reporting and Stewardship (30%)**

Coordinates grant acceptance activities, contract and scope-of-work development, billing and reporting to granting agencies

Coordinates contracts and oversees invoicing and payments with project partners, sub-awardees and/or subcontractors

Develops and monitors project budgets; works closely with Business Manager on financial reporting

Maintains electronic and hard copy grant files; manages grant contact lists; serves as administrative contact for granting agencies

Compiles and submits mid-term and final grant reports to funding agencies

Closes grant accounts upon completion of contracted work

Assists with annual audit

Strengthens partnerships with funders by coordinating stewardship activities

**Other (10%)**

Assists museum leadership by performing other tasks consistent with general Museum Advancement, as assigned.

**SUPERVISION OF OTHERS**

Coordinates and works collaboratively with staff, volunteers, and others working on grant projects. While this position does not have primary supervisory responsibility for other staff members, he/she will help develop staffing plans for grant-funded projects across the organization.
KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIREMENTS

College degree required. Strong background in science, education and/or museums strongly preferred.

3+ years of successful grant proposal development experience (including: identification of new grant opportunities, working with program officers, conducting research, planning and creating logic models, developing budgets, writing and submitting proposals)

3+ years project administration experience (including: developing and tracking project budgets, developing contracts, invoicing/billing, reporting and assisting with audits)

Excellent written and oral communication skills; articulate and proactive in communications; able to write collaboratively

Excellent computer skills (Microsoft Office, internet, email, databases, online grant submission portals)

Strong financial skills (budget development and tracking, billing and reporting)

Excellent time management and organizational skills – able to stay organized and on-track in the face of multiple projects and deadlines; Well-organized and detail oriented (as evident in electronic and hard copy filing, physical work space, and time management)

Demonstrated research skills – able to find, evaluate and synthesize new information; able to find information that is not easily available

Able to work with confidential information in an appropriate manner

Collaborative and communicative, with ability to take instruction and feedback

Experience securing grants from federal (NSF, NOAA, NIH) and/or state funding agencies

Experience working on collaborative projects with many partners; proven track record of working well with a variety of subcontractors
Experience writing collaboratively

**WORKING CONDITIONS**

Fast-paced, non-profit museum environment. Must be able to prioritize and work on many projects simultaneously, with frequent interruptions. Must work well in both an individual and team setting.

**TIME COMMITMENT**

Full time (37.5 hr/wk) exempt position. Some weekend and/or evening work may be required.

**SALARY AND BENEFITS**

Base salary $50,000 - $55,000 depending on experience and qualifications. Compensation package also includes full Mid-Hudson Children’s Museum benefits.

*The Mid-Hudson Children’s Museum is an Equal Opportunity Employer*