Grant Projects Manager. Mid-Hudson Children’s Museum (MHCM), in Poughkeepsie, NY, seeks an individual with experience in grant writing, grant administration, and project management to serve as Grant Projects Manager.

The Grant Projects Manager is a member of the Mid-Hudson Children’s Museum senior leadership team, and is involved in all aspects of grant-funded projects, including: grant prospecting, proposal development, project management, budgeting, grant administration, and collaboration with project partners. This position has primary responsibility for securing and administering federal, foundation and corporate grants ranging in size from $5K to $1M, and providing overall project management for select grant-funded projects.

PLEASE NOTE: This is a full-time (37.5 hours/week) exempt position that includes Mid-Hudson Children’s Museum benefits.
Application Instructions for Grant Projects Manager at
Mid-Hudson Children’s Museum

We welcome your application for the position of Grant Projects Manager at the Mid-Hudson Children’s Museum (MHCM) of Poughkeepsie, NY.

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

- 1-page 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 Tuesday, October 5, 2021
- Please do not send your application embedded in the text of an email message.
- All applications received will be reviewed starting Wednesday, October 6, 2021. After you submit your application, we will confirm with you by email that your materials have been received and your application is complete.
- We anticipate a target starting date of November 15, 2021.

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 Projects Manager

TITLE OF SUPERVISOR: Executive Director

MAIN FUNCTION

The Grant Projects Manager is a member of the Mid-Hudson Children’s Museum (MHCM) senior leadership team, and is involved in all aspects of grant-funded projects, including: grant prospecting, proposal development, project management, grant administration, and collaboration with project partners.

SCOPE

Secure and administer federal, foundation and corporate grants ranging in size from $5K to $1M. Provide overall project management for select grant-funded projects. Work collaboratively with MHCM staff as well as with community, other museum, and college/university partners.

RESPONSIBILITIES

Grant Writing (30%)

Coordinate pre-proposal research and proposal development in collaboration with senior leadership

Write and/or participate in the writing of selected grant proposals

Oversee grant proposal submission process

Grant Administration (30%)

Coordinate grant acceptance activities, contracting, scope-of-work development, billing and reporting to granting agencies

Coordinate contracts and oversee invoicing and payments with project partners, sub-awardees and/or subcontractors

Develop and monitor project budgets; work closely with Business Manager on financial reporting
Maintain electronic and hard copy grant files; manage grant contact lists, manage grant application timelines and reporting calendars; serve as administrative contact for granting agencies

**Project Management (30%)**

For grants with primary project management responsibility: maintain work flow by developing workplans, staffing plans, timelines, budgets, and resource plans. Assist with contracts and management of work that is subcontracted.

Facilitate overall integration of grant project work with other museum functions and workplans

Ensure good communication by coordinating meetings of project directors, advisors, and staff; writes and distributes meeting minutes

Maintain progress on tasks by following up on action items from meetings

Provide for efficient acquisition of materials and supplies by assisting project personnel with purchasing

Ensure best efforts of human resources (staff, volunteers, contractors, and advisory groups) by facilitating personal interactions among them

**Other (10%)**

Assist the executive director by performing other tasks consistent with the position, as assigned

**SUPERVISION OF OTHERS**

Coordinate staff, volunteers, others working on grant projects. While this position does not have primary supervisory responsibility for other staff members, she/he coordinates their efforts on day-to-day grant work and has considerable influence on project progress.

**KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIREMENTS**

**Required**

Four-year college degree required; strong academic background in science strongly preferred
3+ years successful grant writing experience (including: research, proposal development, budget development, writing, and submitting)

3+ years grant administration experience (including: budget development and tracking, contract development, invoicing/billing, reporting and audits)

3+ years project management experience (including: development of work plans, staffing plans, timelines, project budgets, and reporting)

Excellent written and oral communications skills; articulate and proactive communications

Strong computer, database, and research skills (Microsoft Office and Project, website searches, email, Zoom, databases)

Well organized and detail oriented (as evident in electronic and hard copy filing, physical work space, and time management)

Must be able to quickly learn project objectives and devise solutions for reaching them; observant and proactive in determining project needs and seeking creative solutions

Ability to exercise gentle, effective persistence in pursuit of project goals, while working collaboratively, getting along with, and motivating a wide variety of people from diverse backgrounds

**Strongly Preferred**

Graduate degree in physical, biological or agricultural sciences, technology and/or engineering

Experience working with federal funding agencies (NSF, NASA, USDA, NOAA, IMLS)

Corporate and foundation relations experience in prospecting and stewardship

Museum field experience in projects relating to the development of interactive exhibits and/or educational programs

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

Fast-paced, small non-profit museum environment

Must be able to work on many projects simultaneously, with frequent interruptions.

Must work well in both an individual and team setting.

Ability to lift and carry heavy items is required

Occasional remote work / work-from home

TIME COMMITMENT

Full time (37.5+ hr/wk) exempt position

Occasional weekend and evening work may be required

Periodic travel to conferences and meetings likely

SALARY AND BENEFITS

Salary range: $58,000 to $67,000 depending on experience and qualifications

Full Mid-Hudson Children’s Museum benefits (medical, retirement, disability insurance, paid time off) provided

*The Mid-Hudson Children’s Museum is an Equal Opportunity Employer with a passionate commitment to diversity, equity, and inclusion.*