



Employment Opportunity – Grant Writer Full-Time

The Cummer Museum of Art & Gardens is seeking a Grants Writer who will lead efforts to secure funding through well-crafted grant proposals and reports, ensuring compliance with all deadlines and requirements. They will also support sponsorship efforts by writing proposals based on information provided by other staff and ensuring that negotiated benefits are accurately delivered.

Essential Function:

To support the Museum's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect of individual, commitment to our community, and accountability and ownership. They will also be responsible for the following:

Grant Research & Application Writing:

- Identify and research new grant opportunities, including foundations, corporations, and government agencies, to support Museum initiatives.
- Write and submit clear, persuasive, and accurate grant applications that meet the requirements and deadlines of funding sources.
- Compile necessary data from various departments to create well-rounded and comprehensive grant proposals, including case statements, budgets, and programmatic information.
- Ensure the timely submission of grant proposals, adhering to all application guidelines and deadlines. Maintain a grants calendar to track submission deadlines, progress, and reporting requirements.
- Manage and maintain grant portals to track applications, submissions, and reporting.

Sponsorship Management & Reporting:

- Oversee and manage sponsorships, ensuring that public and private sponsors receive all agreed-upon benefits, including recognition.
- Write detailed sponsorship proposals ensuring alignment with their funding priorities and the Museum's needs.
- Track and manage sponsorship commitments, ensuring benefits such as logo placements, event recognition, and reporting are fulfilled as per agreements.
- Prepare final reports for sponsors, summarizing project outcomes, benefits provided, and sponsor visibility.
Coordinate with various Museum departments to gather the necessary information for sponsor reports and ensure all sponsor benefits are implemented and acknowledged.

Reporting & Compliance:

- Ensure that all grant and sponsorship reports and requirements are met and submitted on time, including progress updates, financial reports, and final reports.
- Monitor and track deadlines to ensure compliance with all reporting requirements.
- Maintain detailed records of all grant applications, sponsorship agreements, and related communications.

Data Compilation & Analysis:

- Compile and organize necessary data for grant applications and sponsor reports, ensuring accuracy and relevance.
- Regularly update grant documents to incorporate the latest programmatic statistics, outcomes, and institutional data.
- Collaborate with staff in various departments to gather the necessary information for proposals and reports, including programmatic, financial, and institutional data.

Perform other job-related duties as assigned.

Knowledge, Skills and Abilities:

- Bachelor's degree
- At least two years of experience in grant writing, sponsorship management, or a similar role.
- Exceptional writing skills, with the ability to craft compelling and professional proposals and reports.
- Strong organizational skills, with the ability to handle multiple projects and meet deadlines.
- Familiarity with the reporting requirements and compliance standards for grants and sponsorships.
- Proficiency in Blackbaud Altru software is a plus.
- Ability to work independently and manage projects efficiently with attention to detail.
- Ability to communicate effectively and with diplomacy when interacting with vendors, staff, volunteers, and the public.
- Flexibility to work occasional evenings or weekends as required for events.
- Valid Florida driver's license.

Physical Demands/Work Environment:

- Must be able to occasionally lift/move up to 10 pounds
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Normal building and office environment with occasional outside work
- Frequently required to talk or hear
- Frequent periods of sitting (6+ hours) may be required during the workday
- Frequent periods of standing (4+ hours) may be required during events

Why us?

- Medical, dental, vision, life insurance, telemedicine, short-term and long-term disability coverages.
- 403b retirement plan with match up to 5%.
- Generous Paid Time Off and Holiday Structure.
- Early Access to exhibitions before public access.
- Reciprocal membership and admission access to over 2,000 gardens and institutions through:
 - [AHS](#) (American Horticultural Society)
 - [NARM](#) (North American Reciprocal Museum Association)
 - [ROAM](#) (Reciprocal Organization of Associated Museums)
- Discounts in café and Museum store.
- Competitive compensation with opportunity for professional development.
- Did we mention this is a museum and historical gardens? We're surrounded by beauty.

Our Mission: To Engage and Inspire through the arts, gardens, and education.

Remote work: None

Salary Range: \$45,000 to \$49,000

Cover letter and resume required.

Qualified applicants send résumé, cover letter, and salary requirements to the Cummer Museum of Art & Gardens, Attn: Human Resources Department, 829 Riverside Avenue, Jacksonville, FL 32204 or jobs@cummERMuseum.org

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Cummer Museum's policy is to provide equal employment opportunity to all qualified employees and applicants for employment without regard to race, color, ancestry, national origin, gender (including pregnancy), sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, service in the military, or any other protected status as required by federal, state, or local law. The Museum's intent and desire is that equal employment opportunities will be provided in employment recruitment, selection, compensation, benefits, promotion, demotion, layoff, recall, transfer, leave of absence, termination, and all other terms and conditions of employment.

COMMITMENT TO DIVERSITY

The Museum is committed to creating and maintaining a workplace in which all employees have an opportunity to contribute to the success of the institution and are valued for their skills, experience, and unique perspectives. In addition to being an important principle of sound business management, this commitment is embodied in Museum policy and the way it does business.