

Job Title: Manager of Grants and Strategic Funding
Department: Development
Reports To: Executive Director
Position Designation: Full-time, Exempt
Pay Range: \$41,000 - \$63,000, based on experience

Summary

The Utah Museum of Contemporary Art seeks a proactive self-starter with fundraising, development, and grant management experience to assume the position of Manager of Grants and Strategic Funding.

Working closely with the Executive Director to implement growth strategies for the Utah Museum of Contemporary Art's fundraising efforts, this position will grow the roster of corporate and foundation funders while also ensuring the integrity and professional management of existing grants, sponsorships, and funding partner integrating. The ideal candidate will demonstrate excellent written communications and concise, convincing messaging that thoughtfully articulates the funding need, mission fulfillment, and strategic funding partner alignment and will oversee multiple facets of the grant and sponsorship process, including developing and managing The Museum's proposal and grant reporting schedule; renewing existing grants and sponsorships; researching and identifying new and viable corporate and foundation prospects; ensuring fulfillment and compliance requirements; and meeting all required submission and report deadlines.

This person will play a lead role in managing all aspects of grant writing, including applications, reports, and discovery of new foundations. Additionally, the position will manage the donor database, set monthly, quarterly, and annual development goals. In partnership with the Executive Committee, will help conceive of annual give campaigns, led membership drives, and when needed will meet with current, past, and prospective donors.

Manager of Grants and Strategic Funding reports to the Executive Director and trains and mentors the (part-time) Development Coordinator.

Financial Accountability

- Supports and assists Executive Director in fundraising efforts towards \$1+ million annual operating budget through a variety of efforts including foundations, government gifts, corporate sponsorships, memberships, and individual giving.
- Leads the organization in grant writing efforts, raising \$XXX,XXX+ in contributed gifts through grant applications each year, with a goal of a 10% YOY increase.
- Serves as the key development staff on our gala committee, leading efforts to help raise \$200,000 at our annual event.

General Duties

- Manages a robust proposal and reporting schedule to ensure all required deadlines are met.
- Participates in raising annual revenues, generated through grants and sponsorships given for general operations, exhibitions, programs, and/or special projects.
- Supports the Executive Director with special project fundraising, including but not limited to crafting proposals and communication materials for new strategic initiatives.



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- Writes authentic, engaging, donor-centric proposals, letters, communications, and our quarterly donor newsletter that strategically align the Utah Museum of Contemporary Art projects with the goals of the funder.
- Create content for membership collateral and with connection with the Development Coordinator, sends renewal letters and membership emails.
- Helps plan and execute all development aspects, in connection with the gala committee, the development goals for the annual gala.
- In connection with education and visitor services departments, collects program data, outcomes, and success stories that can be shared with funders and other stakeholders as appropriate.
- Oversees successful funding partner integration, ensuring the fulfillment of stated benefits and recognition plans as outlined in sponsor agreements.
- Creates engaging reports that highlight program outcomes and successes as part of ongoing donor stewardship and grant reporting.
- Communicates regularly with Museum team members and others as needed to ensure a transparent process throughout the life cycle of the grant or sponsorship, from submission to close.
- Other scoped projects as assigned.

Requirements

- A visionary, emotionally intelligent team-player, who thinks outside the box, is collaborative, highly organized, flexible, results-oriented, and able to multi-task.
- A highly motivated self-starter with three to five years of non-profit development work in fundraising, grant writing, and/or donor management.
- Database management experience, preferably with Blackbaud's Raiser's Edge certified.
- Bachelor's degree preferred or equivalent work experience in related field.
- A background in, and/or love and passion for contemporary art
- Exceptional verbal communication, attention to detail, and professional business writing experience needed.

Benefits

The Manager of Grants and Strategic Funding is full time, and UMOCA offers a comprehensive compensation package inclusive of salary and benefits. The salary range is \$41,000 - \$63,000, DOE. Benefits include trackless PTO, health, dental, life insurance, and Accidental Death and Dismemberment insurance.

To Apply

Please submit a cover letter and a resume to laura.hurtado@utahmoca.org.

All inquiries or referrals will be held in strict confidence.

Closing Date: February 7, 2022

Equal Opportunity

UMOCA acknowledges that equal opportunity for all persons is a fundamental human right. UMOCA believes in the equal worth of all human beings and the recognition that each individual's personal experiences and situations are unique and reflective of society's institutionalized attitudes and values.



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Consequently, it is the policy of the Utah Museum of Contemporary Art to provide equal opportunity in employment and personnel management for all persons; to provide access to, admission to, full utilization and benefit of training and promotional opportunities within Commitment to diversity, equity, and inclusion, and experience engaging with people from diverse backgrounds, including often marginalized communities. Our organization hires without discrimination based on race, color, creed, age, religion, national origin, ancestry, sex, marital status, sexual orientation, public assistance status, physical or mental ability, political belief or affiliation, veteran status, or any other class of individuals protected from discrimination under state or federal law to the extent permitted by law.

About the Utah Museum of Contemporary Art

Our Mission:

The Utah Museum of Contemporary Art believes in the power of the art of our time. Through programming, advocacy, and collaboration, we work with artists and communities to build a better world.

Our History: UMOCA was founded in 1931 by the fiercely forward-thinking Alta Jensen who said, "Art in Utah will never be real or great until it can be what it wants to be." That commitment to independent thinking and a deep trust of artists is what has made us Contemporary Since 1931.

Our FY21-26 Strategic Plan:

https://utahmoca.org/wp-content/uploads/2021/12/UMOCA_Strategic_Plan_Web-1.pdf



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