**Grants Manager**

**REPORTS TO:** Director of Development

**STATUS:** 35 hours per week, on-site

**POSTING DATE**: July 2022

The Mark Twain House & Museum seeks an experienced Grants Manager to join our team to manage all aspects of the grantmaking process, responsible for researching, writing, submitting, and managing the grant application and reporting processes for the organization. He/she will work with relevant staff members/department managers to develop meaningful narratives for programs and projects to be funded. All work will comply with The Mark Twain House & Museum’s policies, procedures, mission, and strategic plan.

The Mark Twain House & Museum is the primary American museum dedicated to the life, legacy, and literary work of Samuel Clemens. From this house, Twain changed the way the world viewed Americans and the way Americans viewed themselves. It was here that he wrote his best-known books during the 17 years of his residence. The Museum typically sees 70,000 visitors in-person every year from all 50 states and 60 countries around the world. In 2020, the Museum created a strong online presence reaching an audience of 110,000 through its virtual house tour and online lectures with notable speakers and authors. The lectures alone have seen nearly 40,000 registrations during the last 30 months.

**Duties & Responsibilities:**

* Develop well-written grant proposal narratives, applications, and supporting documents
* Draft and submit grant applications (foundation, corporate, and government), letters of interest, required grant reports, and related budgets and other correspondence
* Manage the grant application process to ensure timely submission of all required materials
* Acknowledge grants received
* Process and submit grant-related paperwork, such as grant contracts, approval forms, trademark agreements, and representation forms
* Work with department managers and staff to compile financials, data, and outcomes
* Maintain current list/calendar of upcoming deadlines for grant applications and reports
* Communicate with funders and potential funders as needed on grant-related matters and maintain grantor relationships
* Maintain records and list of sponsor acknowledgement requirements
* Prepare monthly grant status reports
* Maintain up-to-date corporate, foundation, and government files
* Conduct research to identify and cultivate potential institutional funding sources
* Keep abreast of industry news and trends that could impact changes in funding abilities/requirements

**Qualifications & Requirements:**

* Minimum 3-5 years’ experience in researching, managing, and writing grant proposals and reports with government, corporate, and foundation sources
* Excellent written and communication skills with demonstrated track record of successful grant approvals
* Interest in history, historic preservation, and/or passion for the works of Mark Twain an added plus
* Detail oriented, organized, deadline-driven skills required, including high proficiency in all areas of Microsoft Office
* Motivated self-starter who can work independently with purpose and accuracy
* Effective team player with strong project management experience
* Ability to work successfully with all people in contact with the organization without regard to race, color, religion, sex, sexual orientation, age, national origins, or disabilities.
* Strong ethical standards and ability to handle confidential and sensitive donor information

This position is on-site in Hartford, CT. Salary commensurate with experience. The Mark Twain House & Museum offers a benefits package including health insurance, retirement plan, and paid time off.

**To Apply:**

Send cover letter, resume, and writing sample (preferably a grant with proprietary information removed) to [Sydney.Baker@MarkTwainHouse.org](mailto:Sydney.Baker@MarkTwainHouse.org); include “Grants Manager” in the subject line. It is the policy of the Mark Twain House & Museum to provide equal employment opportunity for all persons regardless of race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class.