The Director of Grants and Sponsorships directs the BMA’s efforts to secure funding from all institutional sources for a broad range of projects, including but not limited to exhibitions, education initiatives, conservation activities, and capital projects. The position also directs the government fundraising at the local, county, state, and federal levels. The Director also supervises the Assistant Director, Grants & Sponsorships, and the Coordinator of Grants & Sponsorships.

The Director of Grants and Sponsorship collaborates with staff across the Museum, including the senior leadership team to develop and write competitive foundation and government proposals by conducting project and prospect research; collaborating on customized cultivation and solicitation strategies for corporate donors; convening cross-divisional grant project teams; writing reports; managing a grant production schedule; maintaining accurate electronic donor records and hard files; and managing the stewardship of institutional donors. This position reports to the Senior Director and Department Head of Advancement.

**RESPONSIBILITIES**
Responsibilities include but are not limited to:

**Grant Writing and Reporting – Government, Foundations, and Corporate Foundations**
- Develop competitive proposals for current and out-year fundraising priorities utilizing a diversified network of funding organization including government agencies, private foundations/donors, and corporate foundations
- Take lead in assembling team, including project director and project staff, to outline grant components, production process, and deadlines
  - Write persuasive narratives, in collaboration with project directors
  - Prepare/coordinate accurate budgets and required support materials
- Manage communications with prospects and donors before and after grant applications are submitted
- Oversees both the pre-award and post-award activity including coordinating receipt of award documentation, maintaining proposal and funding records in database systems, and preparing scheduled and special reports, studies, and analyses

**Sponsorships and Fulfillment**
- Develop competitive sponsorship materials for current and out-year exhibitions and special projects for corporate donors
- Manage communications with prospects and donors throughout the sponsorship
- Oversee both the pre-award and post-award activity including contract negotiations for benefits and recognition levels, maintaining proposal and funding records in database systems, recognition approvals, and overseeing successful stewardship of sponsorship benefits

**Research**
- Develop working knowledge of BMA fundraising history, as it relates to donors and projects
- Stay informed on BMA programs, current and future, through on-going conversations with staff
• Conduct research on continuous basis to identify potential funding sources
• Make initial contact with potential funders to confirm eligibility and determine competitiveness of BMA project
• Stay abreast of current trends in philanthropy and best practices in fundraising

Collaboration
• Forge strong working relationships with staff throughout Museum to maximize fundraising opportunities
• Support Director, Trustees, and Senior Director and Department Head of Advancement in development of presentations related to proposals
• Develop network of contacts working in similar positions at local arts and cultural organizations

Donor Records & Grants Management
• Manage a portfolio as assigned/primary solicitor of 40 to 50 donors to ensure timely and effective development of institutional requests and award requirements
• Feed timely information into grants planner, financial trackers, and shared reporting schedules with MX, Finance, and Education
• Update and maintain institutional crediting in Airtable and Wrike, review exhibition, special project, etc. crediting for accuracy
• Maintain accurate donor records and proposal/report/follow-up activity in Raiser’s Edge and hard files
• Work with Coordinator of Grants & Sponsorships and Advancement Services Coordinator to ensure accurate gift entry
• Participate in reconciliation of Advancement and Finance reports

Corporate and Foundation Program
• Supervise and mentor the Assistant Director, Grants & Sponsorships to ensure that Annual Fund goals and deadlines are met, and sponsorships are effectively stewarding.
• Establish reasonable but challenging goals and an effective means of monitoring progress toward goals; provide regular, constructive feedback

Donor Cultivation and Stewardship
• Cultivate and maintain strong relationships with current and prospective donors
• Determine when it is advantageous to enlist participation of BMA senior leadership or Trustee
• Manage donor expectations
• Fulfill promised donor benefits and identify opportunities for over delivery

QUALIFICATIONS
• 4-year undergraduate degree in Liberal Arts or Arts Administration; graduate degree preferred or professional experience equivalent
• 5-7 years of development experience; 3-5 years of grant writing experience
• 2-3 years’ experience with federal grant writing and reporting
• Proven record of successful fundraising through grants and donor solicitation
• High level of professionalism, integrity, reliability, and good judgment
• Extensive experience using web-based and traditional research tools
• Proficiency with donor databases; Raiser’s Edge preferred
• Excellent communication skills, written and oral
• Solid experience managing and mentoring staff
• Ability to work independently and in a collaboration with colleagues
• Excellent project management and problem-solving skills
• Expert knowledge of Microsoft Office Suite
• Passion for the arts

BENEFITS
The BMA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan with match, long term disability, flexible spending account, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

APPLY
We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that any applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

Please send cover letter, resume, and salary requirements via email to HR@artbma.org with “Director of Grants & Sponsorships” Last Name and First Name in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.