

## **POSITION DESCRIPTION**

### **Grants Coordinator**

**Full-time, hourly, 40 hours a week**

**Regular weekday office hours with some evening and weekend work required.**

The Grants Coordinator is responsible for developing and managing a pipeline of current and prospective grant funders that align with the museum's priorities. Through planned research, identification, cultivation and stewardship activities, the Coordinator will submit proposals in support of the museum's mission and operating goals.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Report to the Director of Development.
- In concert with the Director, establish, track, and monitor annual revenue goals for grants.
- Research funding opportunities with foundation and government agencies, as well as corporate and community-based funding organizations, to develop strong, growing pipelines of grant-based donors for FCMoD operations, exhibits, programs, and initiatives. Maintain information in organization's electronic database.
- Cultivate and maintain relationships with these organizational funders and stakeholders through targeted and strategic outreach, interpretation, and stewardship.
- Write grant proposals, letters of interest/inquiry, concept papers, and related materials for proposal submissions that align with funder interests and museum priorities.
- Develop and coordinate grant-based opportunities with appropriate internal departments and teams.
- Monitor application and reporting timelines to ensure we are meeting funder deadlines and requirements. Prepare and submit applications and reports in accordance with funder requirements and deadlines.
- Serve as requested as a museum-wide resource for written communications, including in-team, cross-departmental, and organizational projects.
- Interpret the museum, its impact, and its services to funders and prospects through avenues including written communications, site tours, outreach visits, and presentations.
- Create and coordinate acknowledgement processes for grant awards, in addition to substantive quarterly updates and reports.

- Maintain complete records and files related to past, present, and prospective grant-based donor engagement in collaboration with staff, interns, and volunteers.
- As needed, supervise volunteers and interns related to the position.
- Other duties as assigned.

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Excellent interpersonal and communication skills, both written and verbal.
- Ability to manage multiple projects, timelines, and teams effectively.
- Understanding of best practices and methods to achieve revenue goals, overall grant-based donor strategies, and effective communication of the mission.
- Knowledge of the basic concepts related to fundraising and grant management.
- Ability to adapt to a changing environment and remain flexible.
- Excellent initiative and ability to work independently as well as part of a team.
- Ability to respond quickly and effectively to the needs of the FCMoD team, Resource Development department, partners, donors, stakeholders, and other groups.
- Ability to collaborate with diverse teams of staff, interns, volunteers, and stakeholders.
- Excellent computer skills. Experience with Altru, eCivis, and/or GuideStar a plus.
- Detail-oriented, with strong strategic planning and organizational skills.
- Ability to represent the museum in a professional and positive manner at all times.

### **EDUCATION & EXPERIENCE**

Bachelor's degree in English, journalism, communications, public relations, marketing, or related field. Minimum of three years of experience in fundraising, grant writing, prospect research, or related field; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as professional reports, publications, laws and regulations, procedure manuals, project proposals, and presentations. Ability to prepare and deliver effective reports, business correspondence, and presentations. Ability to effectively and concisely present information, speak before different groups, and respond to questions from the general public, funding partners, other donors/stakeholders, and coworkers.

### **SUPERVISORY RESPONSIBILITIES**

This position may supervise volunteers and interns from time to time.

## **VALUES-BASED BEHAVIORS**

- Listens attentively to others. Asks clarifying questions to gain a better understanding of the other person's views and assumptions.
- Works effectively in a team environment and actively participates in joint problem solving; willingly cooperates with coworkers.
- Identifies and takes advantage of opportunities for personal and professional development.
- Comes to meetings prepared and on time; honors work commitments; follows through on commitments; meets deadlines.
- Collaborates with other work groups and outside organizations as appropriate, in a proactive and responsive manner.
- Honors the private and confidential matters of coworkers. Protects the proprietary and confidential information of FCMoD.
- Follows rules, regulations, and policies. Positively contributes to implementing changes.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand, walk, and sit; extended periods of walking and moderate physical activity may be required. The employee will use hands to feel and manipulate tools and materials, and reach with hands and arms. The employee may frequently lift and/or move up to 50 pounds. FCMoD adheres to requirements set forth by the Americans with Disabilities Act (ADA).

## **CERTIFICATES, LICENSES, & REGISTRATIONS**

A valid U.S. driver's license is required.

## **APPLICATION PROCESS**

Submit electronic cover letter, resume, and three professional references to: Michael Allison, Director of Development, at [mallison@fcmod.org](mailto:mallison@fcmod.org). Applications will be reviewed, and selected candidates will be interviewed. Additional analysis may be conducted. Hiring is conditional upon a successful background check; additionally, a drug screening may be required.



FCMoD, Nonprofit Partner  
408 Mason Court  
Fort Collins, CO 80524  
970.221.6738  
[www.fcmod.org](http://www.fcmod.org)

**FOR OFFICE USE UPON HIRE**

I have reviewed and understand the essential functions of this job description and am able to perform each function with / without (circle one) accommodation. I further acknowledge that this job description is a general description of the duties of this position and changes in responsibilities may be required periodically by my supervisor.

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Signature

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Date