

THE JOSLYN

DEVELOPMENT

Job Title

Foundation & Major Gifts Manager

Employment Status

Full-Time | Exempt

Department

Development

Reporting Responsibility

Director of Development

Position Summary

Reporting to the Director of Development, the Foundation & Major Gifts Manager is a vital part of the Museum's development team, responsible for securing funds to support the annual operating budget and the ongoing capital campaign. This role focuses on soliciting major gifts from foundations (local, regional, and national), government entities, select national corporations, and other relevant agencies. With guidance from the Director of Development, the manager develops and implements a major donor giving strategy and actively seeks new revenue sources. The role also manages the full grant lifecycle, including writing, editing, managing timelines, gathering data, and coordinating with departments and support staff involved in submissions.

Major Duties

- Develop letters of inquiry and proposal packages, including writing narratives, gathering budgets, and preparing all required attachments, ensuring compliance with guidelines and deadlines
- Gather necessary information with support staff to ensure proposals and reports are comprehensive and compelling
- Coordinate grant accounting and financial reporting with the finance department to ensure compliance with award terms and conditions
- Manage contracts/grant agreements and maintain the departmental grants calendar to meet all deadlines and fulfill grant requirements
- Help create and execute strategies to sustain and grow foundation, corporate, and individual donor bases. Maintain strong relationships and actively cultivate new ones
- Develop and implement a strategy to secure funds from foundations and local/state/federal agencies, including prospect research and relationship building
- Produce and submit follow-up reports with the help of support staff
- Serve as the primary contact and editor for grant application portals on behalf of the Museum
- Participate in major donor cultivation by attending foundation meetings and social engagements
- Maintain timelines of current and prospective donors using ALTRU
- Maintain strict confidentiality of development office information, demonstrating integrity, courtesy, and discretion
- Ensure all visitors have a positive experience when interacting with the public, staying informed about Museum activities and services
- Perform other duties related to the development office as needed
- Adhere to policies and procedures as outlined in the Employee Handbook

Minimum Qualifications

- Must demonstrate a successful history of writing and managing foundation and government grants, both local and national, as well as major gifts, from inception to completion

- Hold a four-year degree or relevant experience in writing, English, journalism, or a related field; a master's degree is a plus
- 3-5 years of experience in grant writing and persuasive communications, ideally with a nonprofit or foundation
- Familiarity with donor stewardship and cultivation strategies
- Strong command of grammar and syntax, with the ability to present clear, concise, and compelling proposals
- Excellent at collaborating and communicating across functions and with employees and stakeholders at all levels
- Ability to manage multiple projects and deadlines simultaneously

Preferred Qualifications

- Knowledge of fundraising best practices and trends within the nonprofit sector
- Experienced in navigating national grant databases
- Skilled at fostering and maintaining strong relationships with key leaders in donor organizations
- Proficient in donor management software, with a preference for ALTRU
- Strong expertise in Excel and database tools, with the ability to identify and implement efficiency improvements within the department

Compensation

Salary: \$80,000

Qualifications and experience will be considered in the compensation for this position.

Reasonable accommodations will be provided to qualified individuals in accordance with the applicable federal, state, and local law. If reasonable accommodation is needed to participate in the hiring process, to perform the essential functions of the job, and/or to receive other benefits and privileges of employment, please contact careers@joslyn.org.

To Apply

Please submit your cover letter and resume via email to careers@joslyn.org, and include the job role in the subject line. The Joslyn Art Museum believes in fostering diversity and equal opportunity as integral parts of its hiring practices, upholding its commitment as an Equal Opportunity Employer. Qualified candidates of all backgrounds are encouraged to apply for this position. Joslyn offers competitive compensation and a generous benefits package to eligible employees.

Our Mission

The Joslyn brings people together to explore art across time and cultures.

The Joslyn Art Museum was a gift to the people of Omaha from Sarah Joslyn in memory of her husband, George. From its first day, November 29, 1931, to today, the Museum has welcomed millions of visitors from around the world. The Joslyn's collection of over 12,000 objects represents 5,000 years of human creativity and the world's diverse cultures. The campus comprises three stunning buildings—distinct yet connected—surrounded by sculpture gardens. Learning and engagement opportunities abound, and general admission is free to all, always.