

THE JOSLYN

DEVELOPMENT

Job Title

Grants Manager

Employment Status

Full-Time | Exempt

Department

Development

Reporting Responsibility

Director of Development

Position Summary

Reporting to the Director of Development, the Grants Manager is a key member of The Museum's Development team, responsible for securing funding to support annual operations and capital initiatives. This role leads grant writing and management efforts, cultivates relationships with foundations, government entities, and corporate partners, and develops strategies to identify and secure new funding opportunities from each of the respective entities. The position manages the full grant lifecycle, including research, writing, submission coordination, reporting, and collaboration with internal teams to ensure successful funding outcomes.

Major Duties

Grant Management & Funding Strategy:

- Develop and manage grant proposals, letters of inquiry, and funding applications, including narratives, budgets, attachments, and required documentation while ensuring compliance with funder guidelines and deadlines
- Manage the full grant lifecycle, including prospect research, application development, submission coordination, award tracking, reporting, and stewardship
- Develop and implement strategies to identify, cultivate, and secure funding from foundations, government agencies, and other institutional partners
- Collaborate with internal departments, including Finance and program teams, to gather information, prepare accurate budgets, and complete required grant reporting and compliance requirements
- Maintain grant agreements, contracts, funding calendars, and deadlines to ensure timely completion of deliverables and obligations
- Serve as the primary point of contact and editor for grant applications, reporting portals, and funder communications

Corporate, Foundation and Government Giving & Relationship Management:

- Build and maintain strong corporate partnerships by identifying prospects, cultivating relationships, and securing support aligned with Museum priorities
- Expand corporate and institutional funding opportunities through research, relationship management, and strategic outreach
- Support the development and execution of strategies to sustain and grow the Museum's foundation and corporate funding programs
- Maintain accurate tracking of corporate, foundation, and government funders, including activity, timelines, and relationship management within ALTRU

Data Management & Administration:

- Maintain accurate donor and funder records, reports, and documentation to support fundraising strategies and decision-making
- Track grant deadlines, reporting requirements, and funding milestones to ensure timely completion and compliance

- Maintain confidentiality of development information and demonstrate professionalism, integrity, and discretion in all donor and organizational matters

Museum Engagement & General Responsibilities:

- Provide a welcoming and informed experience for Museum visitors by maintaining knowledge of Museum programs, services, and activities
- Collaborate with internal teams to support Development priorities and broader Museum goals
- Perform additional duties as assigned to support the Development Office and overall Museum mission

General Responsibilities:

- 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: \$68,000 - \$72,000

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. 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. The 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.

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.