

# NATIONAL VETERANS MEMORIAL AND MUSEUM

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The National Veterans Memorial and Museum (NVMM) is a new, soon-to-open cultural complex representing a national initiative of profound importance for our nation's 20+ million living veterans. Until now, there has been no single monument or museum dedicated to the veteran's experience in the United States. With 30,000 square feet available for exhibit space, this new institution will celebrate both the service and honor the sacrifice of all veterans and their myriad contributions to American society. Envisioned by the late Senator John Glenn (1921-2016), Colonel, USMC (Retired), as a gathering place for veterans across the country, the museum is scheduled to open to the public in fall 2018. NVMM will present the veteran experience through the lens of personal stories and life-changing experiences from which visitors will be inspired to learn more about our country's history and actively engage in their own communities as informed citizens.

## POSITION OVERVIEW

The Grants Officer (GO) for the NVMM will be responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources for both unrestricted operating revenue and restricted projects. This position will also develop processes and procedures designed to increase efficiency and quality of proposals, including innovative ways to streamline the grant production process. The Grants Officer will review the proposal guidelines and make recommendations to make sure the funding requirements are met in the grant proposal and will submit timely and accurate reports for all existing grant funded projects. The person in this position must familiarize themselves with NVMM's programs, goals and financial needs. They are also responsible for the research of potential funding sources and the development of a pipeline of potential grantors.

The Grant Officer's primary responsibility will be to research, develop, write and submit proposals letters, reports, and other materials as necessary to secure grant support from foundation and government funding sources. The GO must also keep highly detailed records to track their proposals and awarded grants. This goal-oriented person will work in accordance with performance targets set by the Vice President of Advancement. The GO will collaborate with colleagues across NVMM to maximize total gift revenue through the realization and stewardship of grants. This position will report to the Vice President of Advancement.

As a cultural institution in its start-up phase the National Veterans Memorial and Museum is looking for a dynamic and collaborative team member who naturally strives for excellence and the desire to solicit new audiences through world class public programs. Philanthropic programs could represent a broad range of offerings that include funding for exhibitions, capital enhancements, fellowships, internships and other innovative projects. The position will collaborate with many Museum departments such as Operations, External Affairs, and Visitor Experience.

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### MAJOR DUTIES AND RESPONSIBILITIES

- Create a pipeline that encourages grants from foundations including identification, cultivation and solicitation.
- Investigate and identify prospective funding sources through colleagues, directors, periodicals, professional networking, press, and internet research.
- Develop comprehensive, foundation-specific stewardship plans.
- Cultivate and maintain meaningful partnerships with numerous local and national foundations to promote giving and strategic partnerships.
- Perform prospect research and create profiles on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate donors.
- Understanding of institutional history and future programming.
- Assist with other fundraising projects as requested.
- Make appointments for VP of Advancement and CEO with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, foundation trustees).
- Maintain current records in database, including grant tracking and reporting.
- Track statistics relevant to awards and provide department with written materials necessary for donor stewardship.
- Work with VP to provide input for written institutional materials (including Annual Report, Newsletter).
- Assists Vice President of Advancement with writing and editing various correspondence and fundraising materials.
- Participate in Exhibition and Public Program planning
- Perform other duties as assigned.

### Job Qualifications:

- Bachelor's degree required in Communications, English, Writing or similar field.
- Excellent grammar and strong research skills needed; knowledge of museums or cultural institutions preferred.
- Minimum 3 years of grant writing experience.
- Strong attention to details and accuracy.
- Strong editing skills.
- Knowledge of fundraising information sources and fundraising techniques and strategies.
- Familiarity with research techniques for fundraising prospect research.
- Excellent critical thinking skills, oral and written communication skills.
- Previous experience with non-profit fundraising.

## Grants Officer

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- Experience working in deadline-driven environments and ability to prioritize competing tasks, while maintain efficiency.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Goal oriented.
- Advanced computer skills, proficiency with Microsoft Suite, and familiarity with Patronmanager preferred.

Salary is commensurate with experience.

### **NVMM APPLICATION PROCESS**

The National Veterans Memorial and Museum offers a competitive salary and a strong benefits package; Equal Opportunity Employer.

For consideration, please email resume, cover letter and salary history to [jobs@nationalvmm.org](mailto:jobs@nationalvmm.org). Be sure to include the title of the position, Grants Writer, in the subject of the email. No phone calls will be accepted. Only those candidates selected for an interview will be contacted.