



Title: Grants Officer

Hours: Full time, 9-5, Monday -Friday. Occasional weekend and evening hours required.

Compensation: Exempt position; competitive salary commensurate with experience, excellent benefits.

Reports to: CEO and President

Summary: The Grants Officer (GO) is responsible for the Museum's relationships with all private foundations and government grant opportunities. Experience preferred in writing major grants to private foundations, corporations and government agencies (Federal and State). The GO a skilled writer with strong organizational skills who researches, cultivates and stewards institutional funders, according to funder guidelines, deadlines and accepted best practices, to foster connections with the Museum. The GO maintains a yearly grant status calendar and oversees all aspects of grant-writing within the ISM.

Qualifications:

- Superior writing and storytelling skills required
- Significant prior grantwriting experience a must, preferably in a museum, cultural, educational or nonprofit institution
- Preferred knowledge of the Delaware Valley institutional philanthropic environment
- Excellent interpersonal communication abilities and phone manner
- Experience with writing and editing marketing copy a plus
- Proficiency with Raiser's Edge or similar databases required
- Proficiency in Windows and Excel is required
- Ability to maintain information with appropriate confidentiality
- Ingenuity and attention to detail
- Ability to function independently in a fast-paced environment on multiple projects and meet timely deadlines
- Friendly, organized, reliable, flexible, patient, enthusiastic, team player with a sense of humor and pride of work product

Duties:

- Manage all of the Museum's foundation and government grants
- Outreach to institutional prospects including research, identification, cultivation, solicitation, reporting and stewardship
- Participates in grant funder workshops and meetings to ensure museum projects align with donor expectations
- Coordinate with other development staff on a strategy with goals and benchmarks to increase institutional donations and relationships by a significant percentage annually
- Plan and help execute an overall annual grant proposal and reporting calendar and send accurate and timely acknowledgement letters
- Assist with development, organization and implementation of fundraising and donor events as needed
- Attend museum events and meetings as necessary
- Other duties as assigned

The Independence Seaport Museum is an Equal Opportunity Employer that values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in our mission. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To apply

Upload a brief cover letter and your resume to <https://phillyseaport.efficientapply.com/jobs/> . Recent writing sample of a funded grant application required; one additional marketing copy sample encouraged. No phone calls.

For more information, please visit [www.phillyseaport.org](http://www.phillyseaport.org). We are located on Penn's Landing at 211 S. Columbus Blvd., Philadelphia, PA 19106. The Museum is easily accessible by public transportation and nearby parking and is ADA accessible.