



POSITION: Grants Manager

SUMMARY/OBJECTIVE: Science Central, a hands-on science center (physical, natural and applied sciences), located within a large historical building. The Grants Manager handles all aspects of the grants portfolio including research, cultivation, grant writing, reporting, tracking, stewardship, and communication with foundations.

FUNCTIONS AND RESPONSIBILITIES:

- Cultivate, solicit, and steward foundation contacts using a donor focused approach.
- Foster and sustain long-term, meaningful relationships with Foundations.
- Create donor relations plan for each funder.
- Schedule strategically planned phone calls and face-to-face visits for proposal presentations and stewardship meetings.
- Develop and manage a list of funding priorities for each program, project, or operation.
- Manages calendar of all grant activities.
- Record all visit, contact, and proposal information in donor database in a timely manner.
- Work across departments to determine organization needs and identify funding opportunities to meet the need.
- Identifies and researches potential funders outside of current supporters.
- Research and collect data for each grant.
- Compile and write grant proposals exhibiting strong expository writing skills.
- Develop proposal budgets and present Science Central's budget while conveying a compelling case for support to grant makers.
- Execute reporting, compliance, and financial spending in accordance with grant funding guidelines.
- Manage the submission process to ensure timely submission of all required materials.
- Maintain familiarity with issues and trends in the fundraising field.
- Maintain confidential financial and personnel information with discretion and high ethical standards.
- Assist in the execution of stewardship and fundraising events.
- Perform other duties as assigned.

REQUIRED SKILLS:

- Excellent written, grammar, proofreading and verbal communication skills.
- Excellent organizational skills and the ability to meet strict deadlines.
- Self-motivated and detail oriented.
- Excellent analytical and research skills.
- Ability to tell a compelling story.

- Ability to build relationships with Science Central supporters.
- Experience with coordination and preparation of project budgets.
- Understanding of donor and foundation relationship management.

QUALIFICATIONS:

- College degree required. Preferably in Writing, Technical Writing, Communication, or related English concentration.
- 2+ years previous experience in development, preferably in grant writing.
- Must be comfortable working in a science-related organization.
- Intermediate skills with Microsoft Office programs including Word and Excel.
- Comfortable with and familiarity with donor databases.
- Ability to drive and valid Driver's License.
- Successful completion of Criminal Background Check.

SCHEDULE:

Full-time, schedule will include weekdays, and very rarely some weekends and evenings

SALARY:

\$40,000-45,000/year; full benefits including PTO, vision, dental, health, and a retirement plan.

APPLY:

Open posting, position filled as needed. Obtain application online (<http://www.sciencecentral.org/Supportpdfs/applicationforemployment.pdf>). Send 1) completed application, 2) cover letter, 3) resume, 4) professional references (minimum of 3), and 5) examples of successful grants (minimum of 3, cross out Foundation names) to:
June Harkness
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