

St. Augustine Lighthouse Maritime and Museum, Inc.

Job Description

Job Title:	Grants Manger		
Reports to:	Director of Development		
Department:	Development	FLSA:	Salary Exempt

Job Summary:

Reporting to the Director of Development, the Grants manager will also assist the Director of Interpretation, LAMP Senior Archaeologists and the Museum Finance Director while providing support in a fast-paced office that will include extensive editing, fact-checking, and proofreading, reviewing and monitoring grant recommendations, files, and grant documentation, including grant budgets, proposals, and reports, to ensure compliance with IRS, State, Federal, Private Foundation requirements. Critical Skills include, word-processing, preparing and assembling materials, researching and writing grant applications, contacting grant staff, and documenting though program managers and making requests for contracts, payment requests from government and private agencies. The positions serves as a principal liaison with Museum staff for all grant work. The work is detail-oriented and requires flexibility, positivity, effective time-management, precision, patience, efficiency, and discretion as well as great writing and proofing skills.

Major Responsibilities:

Responsibilities may include, but will not be limited to the following:

- Works closely with Programs, Grant Accounting, and Leadership to conduct appropriate due diligence, including: reviewing proposals and budgets to ensure compliance with policies and procedures. Identifying issues for review by during the operations end of the grantmaking process, and monitoring the progress of grants through the pre-award, award, and post-award states
- Drafts grant applications in concert with program staff and in alignment with the Strategic plan. Assures sign off by the ED.
- Works closely with Programs and Senior Leadership to review and prepare the annual budget and program requests. Coordinates the preparation of grant application and reporting materials.
- Conducts analysis of grants data and prepares summary visualizations for Senior Staff and Trustees
- Works closely with Grant Accounting and Finance to prepare award contract and quarterly reports as required by the grantee. Assures accurate grant payments to the organization in a timely manner.
- Participates in ongoing efforts to improve and streamline grant selection policies, workflows, and procedures, and guides program staff through policy transitions
- Contributes to Data Management's continued enhancements to the Museum's grants management system,
- Prepares and conducts regular trainings on selected grants management topics for new and existing staff as needed

- Leads and/or participates special projects as needed, including the annual report
- Acts as program associate for any other duties in support of the Museum's mission.
- Participates in field discussions, conferences, and trainings
- Deliver to compliance team in advance of due dates for the compliance team review prior to submitting the grant for: application or reporting or response or questions etc.
- Perform other duties as required and assigned

Qualifications:

Applicants should possess:

- Bachelor's degree
- Proven ability to take direction but also to work with minimal direct supervision and manage multiple projects, while being a committed team player
- Excellent written and oral communication skills
- Ability to read and understand organizational budgets
- An orientation toward self-starting, proactive anticipation of team needs, and creative problem solving
- Willingness to learn from mistakes
- Superior written communication skills; excellent analytical, critical thinking, and organizational skills with precise attention to detail
- Flexibility, adaptability, curiosity, integrity
- A high degree of competency in the MS Office suite, particularly Excel, PowerPoint, and Word, and the ability to learn new applications quickly.
- A willingness to work with others to have proofing completed, and excellent writing skills.
- A sense of humor.

Essential Functions/Physical Requirements:

The duties above indicate the essential functions of the job. Physical requirements are those present in normal office environment conditions. Operational flexibility is required to meet sudden and unpredictable business needs and a moderate amount of business travel is required. Must be able to climb the lighthouse tower and perform required duties for periods of 2.5 - 3 hours. Must be available to work outside in normal Florida weather conditions, plus works evenings, weekends, and holidays, as well as normal daily work hours to meet the needs of the organization.

Uphold our Mission Statement

To Discover, Preserve, Present and Keep Alive the Stories of the Nation's Oldest Port as symbolized by our working St. Augustine Lighthouse.