

Grant Writer

Our growing history center (\$500,000 budget) needs an experienced, talented grant writer to sustain existing relationships with funders and identify and pursue new sources of funding. In this deadline-driven role reporting to the executive director, you will use your excellent wordsmithing and storytelling skills to present a compelling case to grant-making organizations, track the status of applications and associated projects, and then report on the results and impact of grant-funded projects to ensure funders' enthusiasm for continued support.

Responsibilities

Sustain existing relationships with grant-making organizations, preparing 15-20 applications per year to ensure continued stream of general operating and capital improvements funds

Identify, prioritize, and pursue untapped sources of grants (family and private foundations; local, state and Federal grant-making agencies; corporate foundations) in collaboration with staff and donors who have relevant expertise or relationships

Document and report on grant application status, progress, and outcomes, tailoring the communications for different purposes/audiences (funders, the Center's executive director and board, members, the general public)

Qualifications

- Proven track record securing funding for nonprofit cultural institutions
- Experience meeting complex application and reporting requirements set by Federal and state governments, and by major foundations
- Passion for the humanities and for organizations focused on lifelong learning
- Excellent teamwork, communication and organizational skills
- Knowledge of Chicago Manual of Style or equivalent
- Bachelor's degree in English, history/American studies, creative writing, journalism or related field
- Previous experience in museum field a plus

To apply, send an e-mail with subject line "Grant Writer," cover letter and resume to jobs@keelertavernmuseum.org. Please include descriptions of specific, recent grant achievements, with grant purposes and amounts. If considered for the position, two work samples will also be required.

Keeler Tavern Preservation Society, Inc., d/b/a Keeler Tavern Museum & History Center, is an Equal Employment Opportunity Employer.