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| **Indiana Historical Society** **Job Description** January 2021 | P:\Logos\We Do History\We Do History - BLANK - Blue 293 - Black - RGB.png |

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| **Job Title:** | Director, Grants  |
| **Department/Area:** | Development and Membership  |
| **Reporting Relationship:** | **Vice President, Development and Membership** |
| **Employees Supervised:** | N/A |
| **Full/part time:** | Full Time |
| **FLSA Status & pay grade:** | Exempt  |

**POSITION PURPOSE:**

This position is responsible for securing grants sponsorship and philanthropic gifts to the Indiana Historical Society (IHS).

**ESSENTIAL FUNCTIONS:**

1. Write and submit grants to foundations and government agencies nationwide.
2. Identify internal opportunities for possible foundation and government support.
3. Prepare and track all sponsorship proposals and reports in accordance with grantor requirements and standards.
4. Monitor compliance with grant agreements, guidelines, and reporting processes.
5. Research and network with potential sources of foundation and government funding
6. Electronically track all interactions with prospective and current donors.
7. Prepare monthly and annual reports (external and internal) regarding the submission and outcome of grants.
8. Compose appeals and non-grant proposals when needed.
9. Assist in the planning, execution, and supervision of events produced by the Development and Membership Department.
10. Perform other duties as assigned.

**ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:**

1. Strong technical writing skills
2. Excellent computer skills; proficient with Microsoft Office suite as well as basic office equipment.
3. Detail oriented with the ability to handle multiple tasks at one time.
4. Ability to prioritize and organize tasks, meet specific deadlines, and follow through to completion.
5. Strong analytic skills, good understanding of nonprofit operations.
6. Strong verbal and oral communication skills and the ability to communicate with a broad range of people.
7. Ability to work well in a team environment and independently
8. Working knowledge of database management.

**PHYSICAL REQUIREMENTS:**

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

**QUALIFICATIONS:**

MINIMUM: Bachelor’s degree and two years of demonstrated success in technical writing or 5 years of comparable work experience. Flexibility to work an adjusted work schedule which will include weekends and occasional evenings and holidays.

PREFERRED: Familiarity with foundation and government support in the state of Indiana. Proficiency with Raiser’s Edge and or Altru donor management software.

**EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUPERVISOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**