



Job Title: Database & Grants Manager

Reports To: Chief Development Officer

FLSA Status: Non-Exempt

Schedule: Monday – Friday

Type: Full- Time

Summary:

The Grants and Database Manager is a member of the Development Team at the Levine Museum of the New South (LMNS) and will work closely with program staff, finance staff, grantors and donors and assist the Development team in creating annual and long-term goals with associated strategies to support fundraising efforts. This role will oversee all aspects of grant relationships, including research, applications and reporting as well as maintaining an internal working grants schedule, tracking progress with each proposal and preparing reports and updates as needed. This position also oversees gift processing, monthly financial reconciliations and data integrity of donor information and will oversee the Development Department's CRM, maintaining accurate records, recording of gifts and acknowledgement of donors.

Essential Duties & Responsibilities:

- Respond to donor inquiries via phone, email or mail in a timely manner
- Work in conjunction with the Office Administrator and Finance team members to record donations in the Development CRM, entering gifts and ensuring data is up-to-date and accurate
- Create reports and mailing lists as needed and maintain data integrity
- Generate acknowledgement letters to donors in a timely manner following the gift acknowledgment process guidelines
- Process matching gift donations as needed
- Run monthly stewardship call reports for the Development Committee and Board of Directors
- Conduct monthly reconciliation of gifts received with Finance staff
- Research funding opportunities from government agencies, foundations, and other grant-making organizations
- Collaborate with development and program staff to identify funding needs and develop grant proposals that align with organizational objectives and priorities
- Write compelling grant proposals, including project descriptions, budgets and supporting documentation in accordance with funder guidelines
- Maintain a calendar of grant deadlines and ensure a timely submission of proposals, tracking and reporting on activities
- Cultivate and maintain relationships with grant funders and program officers

- Assist the Development team as needed with donor cultivation, appreciation and fundraising events

Knowledge, Skills & Ability

- Bachelor's degree preferred or equivalent combination of education and experience
- 3+ years in development/fundraising office preferred
- Experience using a CRM
- Proven experience in grant writing
- Excellent writing, editing and proofreading skills with great attention to detail
- Strong research skills
- Ability to work independently and collaboratively
- Self-starter who takes initiative and anticipates needs, is resourceful and a creative problem-solver
- Excellent communication skills – written, verbal, non-verbal/interpersonal
- Proficiency in MS Office and other relevant software applications
- Strong organizational and time management skills
- Ability to maintain confidentiality of donor information
- Exemplifies and fosters a workplace culture of compassion, diversity, equity and inclusion
- Understanding of and appreciation for the mission of the Levine Museum of the New South
- Maintain and exhibit the highest standards of ethical conduct
- Ability to relate well to individuals from diverse backgrounds
- Willing to work flexible hours as needed including evenings and weekends
- EOE

About Us

Founded over 30 years ago, Levine Museum of the New South's mission is to connect the past to the future and realize the promises of a new south and our vision is to use history to build community. We strive to be a catalyst for transformation, and we seek to use historical knowledge to spark meaningful civic dialogues on the challenges and opportunities facing the US South and their national implications.

Levine Museum of the New South offers a competitive and equitable compensation package, as well as benefits that include paid vacation, sick leave, personal days, and holidays; health, long-term disability, and life insurance; and a voluntary 403(b) retirement plan.

How to Apply

Please email resume and cover letter to Donna Stucker, Chief Development Officer at dstucker@museumofthenewsouth.org