

CAREER OPPORTUNITY DESCRIPTION

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| Title: | Grant Writer |
| Job Type: | Full-time (exempt) or contractual, remote work will be considered |
| Compensation: | DuMA offers a competitive salary and benefits package, including health insurance, paid vacation, and flextime. See Salary and Benefits section for further details. |

INTRODUCTION

The Dubuque Museum of Art (DuMA) seeks a talented grant writer to join our staff during an exciting period of momentum and growth in our programs, community engagement, and operations.

ABOUT THE DUBUQUE MUSEUM OF ART

DuMA's mission is to create engaging art experiences that excite, inspire, and connect our community.

Established in 1874, DuMA is among Iowa's oldest cultural organizations. Since opening an award-winning, remodeled facility in downtown Dubuque in 1999, DuMA has expanded its permanent collections to include over 2,600 objects, including internationally-recognized works by Grant Wood and Edward S. Curtis. In addition, DuMA regularly hosts and presents juried, curated, and traveling exhibitions, featuring locally, regionally, and nationally-recognized artists, and offers a diverse array of youth and adult art education programs, outreach activities, and special events.

Accredited by the American Alliance of Museums since 2004, DuMA is a Smithsonian Affiliate and a member of the Midwest and Iowa Museums Associations.

To learn more about our history, mission, vision and values, visit. <https://dbqart.org/about>.

POSITION SUMMARY

The Grant Writer is responsible for identifying new sources of funding, maintaining and enhancing current grant funding and relationships with supporters, and developing a sustainable and effective grant program for DuMA. The person in this position will research and analyze grant opportunities and make recommendations. The Grant Writer will be responsible for the preparation of all grant and program applications including writing, budgeting and contract management in collaboration with appropriate DuMA staff. This position will work in conjunction with the Director of Advancement to optimize philanthropic support for the Dubuque Museum of Art.

PRIMARY RESPONSIBILITIES

Working closely with several members of the DuMA staff, the Grant Writer will:

- Research and recommend funding opportunities based on the strategic plan
- Develop and write grants of various sizes including large federal, state, local and foundation grant applications and renewals
- Guide the timely and accurate submission of grant proposals
- Prepare all compliance, interim and final grant reports as required by funders and provide links between program, finance, and other staff so that all activities related to grant data collection and reporting are smoothly implemented

- Maintain and implement a funding calendar of deadlines for letters of inquiry, proposals, grant reports, etc. in conjunction with the Director of Advancement
- Collaborate with the Director of Advancement to establish benchmarks and regular reporting processes to measure results of all grant activities
- Maintain electronic records, including final submission packets, grant tracking/reporting and final grant report submissions
- Maintain timelines and deliverables and ensure these deadlines are manageable and achievable
- Build and maintain positive working relationships with staff and funders
- Provide other duties as needed

REQUIRED QUALIFICATIONS

- A minimum of three years of demonstrated experience in identifying, applying for, receiving, and reporting on grants from public and private sources
- Excellent written and verbal communication skills
- Extremely detail and goal-oriented
- Excellent research, analysis, and reporting skills
- Self-motivated with the ability to work with minimal supervision
- Strong interpersonal communication and relationship abilities
- Tactfulness and discretion with confidential and privileged information
- Strategic and goal-oriented, with attention to detail and execution
- A strong sense of personal accountability and responsibility for his/her actions and performance
- Preferred knowledge of the arts and humanities
- Working knowledge of and adherence to the Association of Fundraising Professionals Code of Ethics

ESSENTIAL JOB FUNCTIONS

- Ability to sit or stand for extended periods
- Ability to read, write and speak English proficiently
- Intermediate to advanced computer skills, including a high degree of familiarity with Microsoft Office applications (Word and Excel)
- Knowledge in Salesforce or comparable donor database

SALARY AND BENEFITS

DuMA offers a competitive salary and benefits package, including health insurance, paid vacation, and generous flextime policy.

SUPERVISION

Reports to: Director of Advancement

This position requires a significant degree of collaboration across the organization.

ADDITIONAL REQUIREMENTS

All offers of employment are conditioned upon a background check and 90-day probationary employment period.

APPLICATION INSTRUCTIONS

Qualified candidates should submit a cover letter, current CV/résumé, and a minimum of three professional references to hr@dbqart.org. No calls please.

(Note: References will only be contacted at the finalist stage and with the candidate's prior consent.)

The Dubuque Museum of Art is an equal opportunity employer. We are committed to equal treatment of all employees without regard to race, national origin, religion, gender, age, sexual orientation, veteran status, physical or mental disability or other basis protected by law.