

Job Description: Grants & Foundation Relations

Date: December 2024
Title: Grants and Foundation Relations
Department: Development
Position Reports To: Director of Development
Status: Exempt / Full-time

Summary: Conducts research necessary to identify prospective funding sources, specifically from government agencies and foundations. Maintains a timely list of general and specialized institutional needs and objectives requiring funding. Prepares and submits accurate, timely, and highly persuasive proposals in support of the Center's needs. Helps the Center comply with all requirements of successfully funded restricted and unrestricted grants and, in so doing, prepares for future requests from the same or related funding sources. Functions with access to all departments. Prepares and submits timely correspondence related to active requests and grant activity. Works closely with other Center staff and consultants to prepare and submit proposals and reports.

Job Duties:

- Maintains access to and knowledge of comprehensive information on potential funding sources including interest areas, levels of giving, dates of gifts, purposes, and relevant restrictions or requirements.
- Creates an effective tracking system to alert department heads and other appropriate institutional staff of funding opportunity deadlines, application requirements, approvals, acknowledgments, and accountability.
- Prepares and submits grant applications and proposals from materials provided by department heads and project directors which meet the needs of the institution and the potential grantor.
- Secures critical and pertinent information related to successful grant requests and their conditions and communicates it effectively to all appropriate staff, particularly department heads and the development and accounting offices.
- Works with project directors, accounting staff, and others to ensure compliance with the terms and conditions of each grant.
- Collects appropriate information and produces appropriate reports on the impact of each grant.
- Researches new and additional sources of grant funding and establishes and maintains relationships with existing funders and potential new funders.
- Promotes grant success within the Center audience and to the public in such a way as to encourage further grant success.

Competencies:

- Extensive research and grant-writing experience is preferred.
- Demonstrates strong written communication and organizational skills along with excellent computer and word processing abilities.
- Requires the ability to manage multiple tasks effectively with a variety of constituencies.

Supervisory Responsibilities:

- None.

Required Education and Experience:

- A bachelor's degree in Communications, Business, or related field from an accredited institution is required.
- Relevant grant-writing experience is preferred.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

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Position Analysis/Specifications

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting				X
Standing		X		
Walking		X		
Bending Over		X		
Crawling	X			
Reaching		X		
Crouching	X			
Kneeling	X			
Balancing	X			
Pushing/Pulling	X			
Lifting/Carrying				
10 lbs or less		X		
11 lbs to 25 lbs		X		
26 lbs to 50 lbs	X			
51 lbs to 70 lbs	X			
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills		X		
Eye/Hand Coord.		X		
Near Vision				X
Far Vision		X		
Color Recognition		X		
Hearing			X	

Environmental Factors

	<i>YES</i>	<i>NO</i>	<i>Limited</i>
Working Outside		X	
Working Inside	X		
Working Alone	X		
Working Closely with Others	X		
Excessive Cold/Heat		X	
Excessive Humidity/Dampness		X	
Noise/Vibrations		X	
Working with Chemicals/Detergents/Cleaners		X	
Working Around Fumes/Smoke/Gas		X	
Walking on Uneven Surfaces		X	
Motorized Equipment or Vehicles			X
Working With Machinery/Motorized Equipment		X	
Climbing on Scaffolds or Ladders (Step Stool)		X	