



Job Title: Grants Manager
Reports To: Chief Executive Officer
Department: Director
Status: Exempt/Full time
Salary Range: \$50,000 - \$55,000

About the Position

The Grants Manager is responsible for planning and implementing grant programs, preparing budgets, researching funding opportunities, maintaining the database, monitoring expenditures, tracking results, and analyzing financial data. The ideal candidate will have superior organizational skills, great leadership qualities, exceptional budgeting and monitoring skills and ensure our grant programs operate efficiently, in compliance with our development and strategic goals. Your skills and expertise in successful grants management will aid our organization in serving the public by securing continuous funding, improving business opportunities through effective funding programs, and executing meaningful projects.

As the Grants Manager you will

- Manage overall grant efforts, including grants database, documenting payments and expenditures
- Optimizing the grant administration process
- Regularly review current grant proposals and prepare financial reports, ensuring compliance with grant regulations
- Write proposals, prepare applications and gather supporting documents
- Provide assistance to the development team on fundraising and capital campaigns
- Implement and maintain grants calendar
- Research and identify new government, corporate, foundations and private grant opportunities
- Establish a communication plan to keep all parties informed

What You Bring

- Bachelor's degree in fund development, nonprofit management, philanthropy, business, or related field or at least five years of grant writing and grants management experience
- Deep appreciation and understanding of the BSNM mission and the ability to articulate its value and vision internally and externally
- Proven leadership and management capabilities and experience in identifying, writing and managing successful grant proposals
- Ability to prioritize and manage several milestones and projects efficiently
- Strong knowledge and familiarity with research techniques and prospect identification
- Proactive and positive, creative problem solver, flexible, team-oriented, with an eye for detail
- Excellent oral, written, analytical and interpersonal communication skills Ability to manage, evaluate and motivate staff and volunteers



- Marketing and Communication capabilities necessary to support both digital and mailed appeals
- Experience working with a diverse team and promoting a positive brand image

Necessary Skills and Competencies

- Strong written, verbal communication
- Creative problem solving skills
- Detail oriented
 - Committed to accuracy and consistency
- Strong interpersonal skills
- Proficiency in planning and organization.
- Organized and proactive
- Team oriented
- Ability to work independently

Benefits include

- Health, vision, and dental matched at 50%
- Competitive vacation and PTO

Application deadline

Open until filled. To apply, please submit your resume and cover letter admin@buffalosoldiermuseum.com. No phone calls please.