Wednesday, March 2, 2022

Development & Grants Manager

Company: Flushing Town Hall
Location: Flushing, NY

▶ Share | Print | Download

Flushing Town Hall (FTH) presents multi-disciplinary global arts that engage and educate the global communities of Queens and New York City, in order to foster mutual appreciation. As advocates of arts equity since 1979, we support local, immigrant, national, and international artists, developing partnerships and collaborations that enhance our efforts. As a member of New York City's Cultural Institutions Group (CIG), we serve to restore, manage and program the historic 1862 landmark on behalf of the City of New York. FTH celebrates the history of Queens as the home of Jazz, by presenting the finest in Jazz performance. We are committed to arts education and hands-on learning, for the arts-curious, arts enthusiasts, and professional artists. We serve one of the most diverse communities in the world, and strive to uphold the legacy of inclusiveness that has defined our community since the Flushing Remonstrance of 1657.

Reporting to the Director of Development, the Development & Grants Manager at Flushing Town Hall supports the organization's development strategy through the organizing, writing, researching, and management of foundation, corporate, and government grants, including the National Endowment for the Arts and New York State Council on the Arts. The Development & Grants Manager oversees applications, reports, funder requirements, and correspondence to existing funding sources and identifies new funding opportunities for the organization. The position must successfully manage a calendar of high-paced internal and external deadlines, and requires exceptional skills in grant writing, attention to detail, self-sufficiency, prioritization, and time management.

RESPONSIBILITIES INCLUDE:

- Proposals and Reports: Organize and manage calendar deadlines, gather internal sources of information in a timely fashion including program details, budgets, and statistics, track submitted applications, and report accurate statistical and narrative information.

- Writing: Produce compelling letters of inquiry, proposals, and reports for existing and prospective foundation, corporate, and government funders. Work with program staff and leadership to provide narrative as needed.

- Edit existing materials for updated proposals and reports, tailoring each draft to speak to the specific funder. Imperative to write with attention to detail and accurate information, addressing the prompted questions clearly.

- Data Management: Record and track up-to-date funder and prospect information including all deadlines, giving history, current agreements and payments, program specific funding, and application and reporting procedures. Oversee funder data in excel trackers and FTH's CRM system AudienceView. Work closely with

- Marketing to ensure funder agreement crediting and logo requirements are fulfilled.
Research: Explore and analyze funder databases, peer organizations' websites, 990s, community resources, local corporations, outside referrals, and other sources to find new potential funders that fit FTH's mission and programming. Track research in excel prospect list.

- Relationship Maintenance: Keep funders informed by sharing FTH updates, engaging in other periodic correspondence, and attending events and meetings as needed.

- Supplemental Materials: Maintain up-to-date standard supplemental materials for proposals and reports such as funder lists, board lists, program examples/work samples, statistics, budgets, and other materials as needed.

EXPERIENCE & SKILLS:

- Minimum 2-3 years of professional experience in grants management
- Experience writing successful foundation and corporate grants
- Impeccable attention to detail
- Highly skilled in prioritizing and organizing a complex calendar of deadlines
- Excellent written and verbal communication skills
- Self-motivated with the ability to work well in a team environment under minimum supervision
- Experience with Microsoft Excel, Outlook, and Word
- Emotionally intelligent with strong interpersonal skills and good judgement
- Passion for the arts and/or nonprofits
- Familiarity with Queens and New York City cultural sectors, National Endowment for the Arts, and New York State Council on the Arts is preferred
- Previous experience with a CRM system is preferred

This position is a full-time position with benefits. Hybrid working model will be considered. Some in-person meetings will be mandatory. The Annual Salary is $50,000 plus benefits. For consideration, email a cover letter and resume to jpena@flushingtownhall.org with "(YOUR NAME): DEVELOPMENT & GRANTS MANAGER" listed in the subject line. No phone calls please. Flushing Town Hall is an Equal Opportunity Employer: FTH provides equal access and equal opportunity in employment and services and does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, pregnancy, age, disability, marital status, familial status, sexual orientation, or physical ability.

Flushing Town Hall
137-35 Northern Blvd Flushing Town Hall
Flushing, NY, 11354
7184637700
www.flushingtownhall.org

For more information:
Shawn Choi
schoi@flushingtownhall.org
7184637700