
Title of Position *	Sr. Manager of Grants and Sponsorships
Institution *	McNay Art Museum
Position Location: City & State *	San Antonio Texas
Position Closing Date	

About the Institution

The McNay Art Museum, founded in 1954 in San Antonio, is the first modern art museum in the U.S. State of Texas. The museum was created by Marion Koogler McNay's original bequest of most of her fortune, her important art collection and her 24-room Spanish Colonial Revival-style mansion that sits on 23 acres that are landscaped with fountains, broad lawns and a Japanese-inspired garden and fishpond

Institution Website Address

<http://www.mcnayart.org>

Summary of Responsibilities

Secure annual operating, exhibition, and capital funding from individuals, foundations, and government agencies through strategic research, grant and proposal development, and targeted stewardship activities.

Perform research to identify, cultivate, and diversify donor prospects. This work shall include individuals, foundations, corporations, and government agencies. Develop and maintain prospect lists of current and prospective funding partners. Create and execute action plans for cultivation, solicitation, engagement, and stewardship of each viable funding entity.

Plan, develop, and prepare grant and sponsorship proposals to individuals, corporations, and foundations, and government agencies in cooperation with pertinent staff.

Keep schedule of application and reporting deadlines, including timely acknowledgement of gifts and stewardship activities, in cooperation with pertinent staff. Maintain a functional grants management system.

Solicit gifts through grant applications in cooperation with Head of Development, Director, board of trustees, and staff as appropriate.

Required Qualifications

Bachelor's degree required.

Knowledge of art and art history preferred.

Knowledge in all areas of grantsmanship, including the establishment of timelines, program measurements and outputs, preparation, and submission of proposals. Must be able to provide necessary documentation to relative agencies.

At least three years' experience in a leadership position within the non-profit development field (or related) with a history of research, client relations, accuracy, timeliness, and strong organizational skills are demonstrated.

Excellent writing, speaking, and strong interpersonal skills required.

Must be flexible as to work hours; evening and/or weekend duty occasionally.

Compensation

Saving comment ...

Apply at this Website:

Apply with this email: lisa.penn@mcnayart.org

Special Instructions to Apply: Send cover letter and resume.
