Grant Projects Manager. Mid-Hudson Discovery Museum (MHDM), in Poughkeepsie, NY, seeks an individual with experience in grant writing, grant administration, and project management to serve as Grant Projects Manager.

The Grant Projects Manager is a member of the Mid-Hudson Discovery Museum’s senior leadership team, and is involved in all aspects of grant-funded projects, including: grant prospecting, proposal development, project management, budgeting, grant administration, and collaboration with project partners. This position has primary responsibility for securing and administering federal, foundation and corporate grants ranging in size from $5K to $1M, and providing overall project management for select grant-funded projects.

PLEASE NOTE: This is a full-time (37.5 hours/week) exempt position that includes Mid-Hudson Discovery Museum benefits.
Application Instructions for Grant Projects Manager
at Mid-Hudson Discovery Museum

Please review the position description and include the following items with your application:

- 1-page cover letter
- Resume
- 1–2-page bullet-list summary that explains how your previous experience supports the key duties and responsibilities listed in the position description
- List of 3-4 references. Please provide the affiliation, appropriate phone numbers, mailing address, and email address for each reference. References will only be contacted upon your approval of a release to do so. (Do not send letters of reference.)

Please e-mail your application as a Word or PDF file to jobs@mhdm.org.

Please do not send your application embedded in the text of an email. Applications will be accepted until the position is filled. We will only contact applicants that most closely fit position requirements.

Thank you for your interest in the Mid-Hudson Discovery Museum. We look forward to reviewing your application.

The Mid-Hudson Discovery Museum is an Equal Opportunity Employer with a passionate commitment to diversity, equity, and inclusion
MID-HUDSON DISCOVERY MUSEUM
POSITION DESCRIPTION

Title: Grant Projects Manager

REPORTS TO: Executive Director

MAIN FUNCTION

The Grant Projects Manager is a member of the Mid-Hudson Discovery Museum (MHDM) senior leadership team, and is involved in all aspects of grant-funded projects, including: grant prospecting, proposal development, project management, grant administration, and collaboration with project partners.

SCOPE

Secure and administer federal, foundation and corporate grants ranging in size from $5K to $1M. Provide overall project management for select grant-funded projects. Work collaboratively with MHDM staff as well as with community, other museum, and college/university partners.

RESPONSIBILITIES

Grant Writing (30%)

- Coordinate pre-proposal research and proposal development in collaboration with senior leadership
- Write and/or participate in the writing of selected grant proposals
- Oversee grant proposal submission process

Grant Administration (30%)

- Coordinate grant acceptance activities, contracting, scope-of-work development, billing and reporting to granting agencies
- Coordinate contracts and oversee invoicing and payments with project partners, sub-awardees and/or subcontractors
- Develop and monitor project budgets; work closely with Fiscal Business Manager on financial reporting
- Maintain electronic and hard copy grant files; manage grant contact lists, manage grant application timelines and reporting calendars; serve as administrative contact for granting agencies

Project Management (30%)

- For grants with primary project management responsibility: maintain work flow by developing work plans, staffing plans, timelines, budgets, and resource plans. Assist with contracts and management of work that is subcontracted.
- Facilitate overall integration of grant project work with other Museum functions and work plans
- Ensure good communication by coordinating meetings of project directors, advisors, and
staff; writes and distributes meeting minutes

- Maintain progress on tasks by following up on action items from meetings
- Provide for efficient acquisition of materials and supplies by assisting project personnel with purchasing
- Ensure best efforts of human resources (staff, volunteers, contractors, and advisory groups) by facilitating personal interactions among them

Other (10%)

- Assist the executive director by performing other tasks consistent with the position, as assigned

SUPERVISION OF OTHERS

Coordinate staff, volunteers, others working on grant projects. While this position does not have primary supervisory responsibility for other staff members, she/he coordinates their efforts on day-to-day grant work and has considerable influence on project progress.

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIREMENTS

Required

- Four-year college degree required; strong academic background in science strongly preferred
- 3+ years successful grant writing experience (including: research, proposal development, budget development, writing, and submitting)
- 3+ years grant administration experience (including: budget development and tracking, contract development, invoicing/billing, reporting and audits)
- 3+ years project management experience (including: development of work plans, staffing plans, timelines, project budgets, and reporting)
- Excellent written and oral communications skills; articulate and proactive communications
- Strong computer, database, and research skills (Microsoft Office and Project, website searches, email, Zoom, databases)
- Well organized and detail oriented (as evident in electronic and hard copy filing, physical work space, and time management)
- Must be able to quickly learn project objectives and devise solutions for reaching them; observant and proactive in determining project needs and seeking creative solutions
- Ability to exercise gentle, effective persistence in pursuit of project goals, while working collaboratively, getting along with, and motivating a wide variety of people from diverse backgrounds

Strongly Preferred

- Graduate degree in physical, biological or agricultural sciences, technology and/or engineering
- Experience working with federal funding agencies (NSF, NASA, USDA, NOAA, IMLS)
- Corporate and foundation relations experience in prospecting and stewardship
- Museum field experience in projects relating to the development of interactive exhibits
and/or educational programs

- Experience working on collaborative projects with many partners; proven track record of working well with a variety of subcontractors

WORKING CONDITIONS

Fast-paced, small non-profit museum environment. Must be able to work on many projects simultaneously, with frequent interruptions. Must work well in both an individual and team setting. Ability to lift and carry heavy items is required.

TIME COMMITMENT

Full time (37.5+ hr/wk) exempt position. Occasional weekend and evening work may be required. Periodic travel to conferences and meetings likely.

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