



JOB POSTING

Manager Foundations & Grants Manager

WAGE/SALARY: Starting at \$45,000; commensurate with experience

POSITION STATUS: Fulltime with Paid Benefits

POSTING PERIOD: May 10, 2022 until position filled

ABOUT THE ORGANIZATION:

The Delaware Historical Society (DHS), founded in 1864, preserves, promotes, and shares Delaware's history in a welcoming environment to educate, inspire, and empower people and communities. DHS is an independent, non-profit, non-government historical society founded in 1864. DHS includes 9 historic buildings, 8 of which are in Wilmington and straddle the 500 block of Market Street, and the ninth is the "Gem of Old New Castle," the George Read House & Garden (designated a National Historic Landmark—the nation's highest level of historic significance—in 2017).

The Wilmington campus includes the Old Town Hall (1798) adjoining the Delaware History Museum and the Jane and Littleton Mitchell Center for African American Heritage (created in 2016). Across the street from these museum buildings (which include the museum store and staff offices) stands the DHS Research Library, the Library Annex (in the 1816 Robert Porter House), and the four Colonial-era buildings that comprise Willingtown Square. Each of the Wilmington buildings are contributing properties to the Market Street Commercial District on the National Register of Historic Places.

GENERAL INFORMATION:

The foundations and grants manager oversees foundations and government grants strategy for annual operations, educational programs, exhibits, strategic initiatives, building, facility, and capital projects; and is responsible for raising significant revenue through grant funding from private, government, corporate, community, and family foundations; and conducting prospect research for potential DHS funders.

This position reports to the Delaware Historical Society Director of Institutional Advancement

POSITION RESPONSIBILITIES:

- Work collaboratively with DHS colleagues to identify funding needs and assist in matching existing organizational priorities with potential grant opportunities;

- Actively identify and cultivate new grant, foundation, and corporate funding sources and develop strategies for their engagement;
- Prepare letters of inquiry, grant applications, reports and attachments, proposals, stewardship reports, and other related grant correspondence;
- Manage the overall grants pipeline ensuring timely submission of all grants and proposals, including deadline tracking, project management, and follow-up;
- Serve as a knowledgeable in-house resource for information regarding planned giving, estate gifts, charitable gift annuities, gifts of securities and IRA distribution and other specialized modes of philanthropy;
- Collect and compile complex data for reporting and tracking;
- Work closely with all members of the Advancement team to achieve departmental goals;

EDUCATION AND EXPERIENCE:

- Bachelor's degree in related field.
- At least 3 years of experience in nonprofit organization with grant writing and organizational giving experience strongly preferred.
- Superior writing and communication skills
- Knowledge of fundraising techniques and strategies
- Adept at prospect research for fundraising
- Experience with grant and project budget development
- Knowledge of grant and funder portals preferred, including grants.gov
- Proficiency in Microsoft Office Suite, specifically Excel is required; familiarity with DonorPerfect or other constituent relationship database is preferred
- Strong initiative and self-motivation
- Detail oriented and highly organized

HOW TO APPLY:

Please send **RESUME, COVER LETTER** and **3 PROFESSIONAL REFERENCES** to Delaware Historical Society. You may also apply via our website at www.dehistory.org/about/careers/ or email your information to careers@dehistory.org.

No telephone calls.