

MUSEUM OF FINE ARTS ST. PETE

GRANTS MANAGER | MUSEUM OF FINE ARTS, ST. PETERSBURG

The Museum of Fine Arts, St. Petersburg (MFA) has an expansive collection of art from around the globe and across the centuries, with almost 5,000 years of civilization represented in thousands of objects extending from antiquity to the present. The collection includes works by Georgia O'Keeffe, Claude Monet, Berthe Morisot, Auguste Rodin, Kehinde Wiley, and many others, as well as ancient Greek and Roman, Asian, African, Art of the Americas and Native American art. The Museum's photographic collection is one of the largest and well-respected in the Southeast. The museum's rotating exhibition galleries feature a diverse selection of temporary exhibitions from all over the world, as well as exhibitions curated from the museum's extensive collection. In addition to its robust exhibition program, the MFA engages the community through exciting public programs and events and serves students through youth programs and a partnership with the Pinellas County School System.

Join the MFA and embark on a journey of artistic enrichment and personal growth. We offer a platform for employees to nurture their love for the arts while contributing their unique skills, experience, and talents to further our museum's mission.

THE OPPORTUNITY

POSITION: Grants Manager
REPORTS TO: Associate Director of Development
DEPARTMENT: Development
JOB CODE: Full-time or Part-time

POSITION SUMMARY

The Grants Manager is a critical, high-impact role responsible for the full spectrum of institutional giving, including identification, cultivation, proposal writing, implementation, and compliance for all grants and committed gifts. This position is instrumental in securing financial resources from diverse sources, with a strong emphasis on Local, State, and Federal Government agencies, Private Foundations, and Corporate Partners.

The Grants Manager will collaborate closely with the leadership team, including the Director of Development and Executive Director, to strategically align funding opportunities with

organizational needs and program priorities. This role is responsible for maintaining a robust and diversified grant pipeline, stewarding essential relationships with existing and prospective funders, and ensuring timely acquisition and fulfillment of grant commitments.

Working in partnership with the Finance team, the Grants Manager oversees grant budgeting and financial reporting, and strict compliance across all funding types. They will work collaboratively with Curatorial and Education and Engagement teams on proposals and grant applications that support current and planned exhibitions, art installations, educational programs, and community engagement.

The Grants Manager will serve as the chief narrative strategist for institutional giving, working directly with Curatorial, Education & Engagement, and Program Teams to transform exhibitions, community engagement activations, and educational initiatives into meaningful, data-informed, and highly persuasive proposals that resonate with the distinct goals of each funding source.

Additionally, this role serves as the primary writer for the Development team, crafting compelling content for fundraising campaigns, donor relations, membership, and major events to strengthen the museum's relationship with its broader community and inspire philanthropic support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Grants Management (70%)

- Act as the strategic liaison between the Development Department and internal program teams (Curatorial, Education & Engagement, etc.). Research and develop strong narratives that effectively translate exhibitions, public programming, and community impact into measurable and persuasive arguments, tailoring the story, budget, and metrics to the specific requirements of government, foundational, and corporate funders.
- Proactively identify, research, and secure new funding opportunities from a diverse array of sources, with a focus on local, state, and federal government grants, foundational support, corporate grants and sponsorships aligned with Museum priorities.
- Develop and submit compelling, high-quality grant proposals, narratives, budgets, and supporting documentation tailored to the requirements of funding agencies.
- Maintain a comprehensive grants tracker and calendar, meticulously adhering to submission deadlines, reporting schedules, and compliance requirements for all funding categories.
- Lead the grant procurement and implementation process through cross-functional stakeholder meetings and quarterly compliance reviews, ensuring strict alignment with grant agreements and organizational goals.
- Collaborate with Finance to create detailed and accurate expenditure and income budgets for grant proposals and manage post-award financial tracking.
- Oversee the collection, analysis, and reporting of program performance and financial data to effectively demonstrate impact and fiscal compliance to all funders.

- Act as the primary liaison with funding agencies, foundations, and corporate contacts, ensuring timely communication and strategic relationship stewardship.
- Monitor all grant regulations, policies, and updates to maintain compliance with and address emerging requirements.
- Maintain organized grant records, including applications, reports, and compliance documentation for all funding sources, ensuring audit readiness.
- Regularly meet with internal teams to identify emerging funding needs, support program sustainability, and inform the institution's strategic goals.
- Prepare and submit all interim and final grant reports for government, foundation, private, and corporate funders.
- Create and periodically update the Grants Manual, detailing policies and procedures to standardize best practices and processes for the entire grant lifecycle.
- Participate in departmental meetings and contribute to cross-functional collaboration.
- Ensure on-site presence to support teamwork and fulfill job responsibilities effectively.
- Perform additional duties as assigned to support the organization's funding objectives.

Development Communications (30%)

- Write, edit, and proofread a variety of Development materials, including but not limited to:
 - Membership and annual fund appeal and renewal materials.
 - Donor solicitations and stewardship communications.
 - Invitations, scripts, and run-of-show documents for fundraising events, exhibition openings, and donor recognition gatherings.
 - Content for the Development section of the museum website and e-newsletters.
 - Internal communications and briefing documents for Development team and leadership.
- Collaborate with the Marketing department to ensure a consistent brand voice and messaging across all donor-facing materials.
- Assist in developing compelling case for support documents for major fundraising campaigns.
- Craft compelling, funder-specific narratives that effectively translate artistic projects, educational programs, and community engagement results into measurable impact and strong reasons for philanthropic investment.

QUALIFICATION, SKILLS AND ABILITIES REQUIRED

Education/ Experience Required

- Bachelor's degree in English, Journalism, Communications, or Marketing (preferred).
- 3-5 years of successful, demonstrated experience in grant writing and grant management, in a non-profit setting.
- A strong track record of success securing and stewarding significant (six-figure) grants from complex funding sources, including federal, state, and local government, major private foundations, and corporate foundations.

- Proven project management experience stewarding the entire lifecycle of grants, from research through final reporting.
- Expertise in creating detailed grant budgets, funding schedules, and compliance calendars.
- Experience working effectively with a variety of internal teams and external stakeholders (funders, agency officials, etc.).

Skills and Abilities Required

- Exceptional written and verbal communication skills, with the ability to convey complex information clearly and persuasively. This includes the ability to rapidly synthesize input from other departments (Curatorial, Education, Finance, etc.) and translate technical program details into clear, compelling, and compliant proposals.
- Strong research skills and the ability to understand and meet the specific compliance and reporting needs of diverse funding organizations (e.g. government versus private foundations).
- Unwavering dedication to best-in-class customer service and stakeholder engagement.
- Advanced proficiency in MS Office (Word, Excel, Outlook, and Teams), including spreadsheet management; experience with database software (Blackbaud Altru or similar CRM/Grant Management System preferred).
- Detail-oriented with excellent organizational and analytical skills; capable of handling detailed information with accuracy.
- Demonstrated ability to manage multiple projects and deadlines, prioritize tasks, and simultaneously maintaining efficiency and accuracy.
- High level of discretion and professionalism in handling sensitive information and maintaining confidentiality.
- Adaptability and flexibility to prioritize and respond to shifting demands in a nonprofit environment, maintaining a positive attitude and exemplary service.
- Team-oriented with the ability to work independently and collaboratively, nurturing a positive work environment.
- Effective leadership and the ability to foster proactive, cross-functional collaboration among internal teams and external stakeholders, particularly in gathering information from Curatorial and Education & Engagement teams.
- Proficiency in establishing, monitoring, and meeting timelines, ensuring all stakeholders understand their roles and responsibilities.
- Strong interest and background in the arts and humanities (preferred).

PHYSICAL REQUIREMENTS

- Must be able to remain in a stationary position for extended periods of time operating a computer and other office productivity devices such as a calculator, telephone, and copy machine.

- Must be able to adapt to high pace environments occasionally moving/lifting light weight equipment and other work-related objects up to 25lbs.
- May have to work late nights, weekends and in outdoor weather.
- Able to safely and successfully perform the essential job functions consistent with ADA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Able to maintain regular, punctual attendance consistent with ADA, FMLA and other federal, state, and local standards

DISCLAIMER

This job description indicates in general terms the type and level of work performed, as well as the typical responsibilities of this position. Management reserves the rights to modify, change, add or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship between Museum of Fine Arts and its employees.

EQUAL EMPLOYMENT OPPORTUNITY

The Museum of Fine Arts, St. Petersburg provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.

TO APPLY

Please address resume, letter of interest and salary requirements to the Human Resources Department at the Museum of Fine Arts, St. Petersburg, and email to:

hr@mfastpete.org with the subject line **“Grants Manager”** or mail to the following address:

Museum of Fine Arts, St. Petersburg – ATTN HR
 255 Beach Drive N.E.
 St. Petersburg, FL 33701-3498
 No phone calls please.