Grants Manager (full-time)

Planting Fields Foundation is a small, collaborative organization in which each member of the team is uniquely valued for their skills. We are seeking an experienced Grants Manager, who will work across departments to meet revenue goals through developing and managing individual, foundation, corporate, and government grants. The Grants Manager will focus on matching the funding sources for program needs which include capital projects, programs, exhibitions, and general operations. For this reason, candidates with a wide range of knowledge and research interests are the ideal fit for this position. Attention to detail and superb writing skills are critical for this position. The Grants Manager will support development efforts through research, maintenance of donor and sponsor relationships, timely reporting, and budget management. They will regularly meet with members of the senior team to discuss current and potential grant opportunities and coordinate all grant writing activities, including management of grants calendar, proposals, correspondences with grantors, and final reports. This role requires a person with a collegial spirit who is proactive and creative in their pursuits of new funders and grant opportunities.

Duties + Responsibilities

- Works with the Executive Director and Director of Development to establish annual revenue goals, strategies, and priorities for individual, foundation, corporate, and government support.
- Collaborates with senior staff to develop and implement strategies to maintain current institutional funders and to identify and cultivate new resources and relationships.
- Writes all development narratives for special exhibitions, public and educational programs, and curatorial and capital projects that can be tailored for specific requests and proposals.
- Processes specific letters of inquiry, grant proposals, and interim and final reports for foundations and government agencies.
- Meets regularly with all staff to stay informed of projects and general institutional direction.
- Communicates regularly with program staff to ensure grant and sponsorship objectives are met and monitors progress of projects for that purpose.
- Ensures timely and accurate reporting to foundations, corporations, and government agencies.
- Maintains detailed and comprehensive grants calendar to ensure timely submission of letters of inquiry, proposals, reports, etc.
- Works with the Executive Director, Director of Development, and the Board of Trustees to identify and cultivate public and family foundations to support the organization and facilitates Trustee solicitation and on-going communications.
- Maintains a high level of consistent reporting and stewardship for all foundations.
- Serves as primary contact for corporate prospects and funders as well as foundations and government agencies. Makes solicitation phone calls, follow-up calls, and facilitates communications between staff/senior management and corporate partners.
- Works closely with the Finance Director to provide appropriate budget reports, along with qualitative and quantified analysis as required for all funding agencies.
- Participates in the development of short- and long-term fundraising plans and develops annual goals for the growth of foundation and government support, along with a plan with strategies to achieve those goals.
• Utilizing the Neon database, maintains accurate and complete records of contacts and communications and analyzes donor and prospect data to identify and qualify targets for support.
• Maintains credit lines for exhibitions and programs to ensure proper acknowledgement of funders on all printed and electronic collateral.
• Attend all Development events, including exhibition openings, donor benefit, and cultivation events, as a member of the Development Department, with the goal of cultivating and meeting potential donors.
• Performs other tasks as needed and is available to work weekends and evenings when necessary.

Qualifications + Requirements

• A minimum of 5 years comprehensive development experience with a successful track record of fundraising in the $1 million plus range from the noted sources. Museum experience is a plus.
• Advanced degree in a related field.
• Demonstrated track record of writing successful grant proposals for individual, corporate, foundation and government entities.
• Solid writing and speaking ability and strong interpersonal skills.
• Excellent verbal communications with an emphasis on persuasion and generating action.
• Demonstrated time management skills and detail-orientation.
• Analytical and report writing skills.
• Accuracy, timeliness, and strong organizational skills essential.
• Ability to prioritize multiple time-sensitive projects in a fast-paced environment.

Additional Information
This is a full-time position based in Oyster Bay, New York. Employees are eligible to participate in a generous benefits program. Salary range is $60,000-$70,000.

Planting Fields Foundation is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Planting Fields Foundation makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To apply, send a resume and letter of interest (all in PDF format) to gwouters@plantingfields.org.

About Planting Fields
Planting Fields Foundation strives to preserve and make relevant to all audiences the heritage of Planting Fields, an early 20th century 409-acre estate, designed as an integrated composition of the built and natural world. Founded in 1952 by William R. Coe, the Foundation is a not-for-profit public educational foundation chartered by the New York State Board of Regents and tax exempt under the status for a 501C3 organization. Located in Oyster Bay, New York and originally landscaped by the Olmsted Brothers of Brookline, Massachusetts, the Arboretum grounds feature 409 acres of greenhouses, rolling lawns, formal gardens, woodland paths and outstanding plant collections. The original historic estate buildings remain intact including Coe Hall, a 65-room Tudor Revival mansion designed by Walker & Gillette. The interior of the house is a showcase of artistry and craftsmanship and features a distinctly American aesthetic through original ironwork commissions by Samuel Yellin and murals painted by artists Robert Winthrop Chanler and Everett Shinn. Planting Fields is included in the National Register of Historic Places. Learn more at www.plantingfields.org