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**Grants Coordinator**

GRANTS COORDINATOR – PART TIME (Remote Position, but preference given to applicants in the SWFL area)

**SUMMARY:** The Grant Coordinator composes and submits applications and compliant reports to Museum donors and conducts prospect research to increase the Museum’s funding portfolio. This position assists in achieving annual and long-term operating, endowment, and capital financial outcomes.

**REPORTS TO:** Chief Advancement Officer

**QUALIFICATIONS:**

**Research** - Conduct research required to complete grant proposals that meet the priorities of donors. Research and track key federal, state, and local government issues, bills, appropriations, etc. Identify new potential donors. Stay informed of new developments and opportunities in the field.

**Writing** - Develop and write foundation proposals for a large portfolio of operating, endowment and capital donors and prospects, and assist in preparing all grant-related documents. Proven ability to write clearly and succinctly, and in a way that appeals to the targeted audience

**Management** - Assist in managing current portfolio as well as develop strategies for long-term support. Assist in ensuring the development, delivery, reporting, and evaluation of projects to achieve grant outcomes and sustain ongoing collaboration with donors. Ensure the timely submission of proposals, reports, acknowledgements, and correspondence. Expedite donor agreements and contracts and ensure compliance with deadlines, reporting, logos, etc.

**Administrative Support** - Exceptional organizational and planning skills, including the ability to multi-task. Support the Director of Philanthropy in the preparation of grant budgets and oversight of grant expenditures in collaboration with the finance department. Develop and maintain a comprehensive fiscal year calendar of grants and reports with target dates and anticipated funding levels. Work to maintain documents including flyers, ads, social media posts and photos for reporting purposes and ensure that donors are appropriately and accurately recognized. Salesforce database experience a plus.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

# TO APPLY:

Please send cover letter, resume, completed application, and three references to: [hrjobs@cmon.org](mailto:hrjobs@cmon.org) or mail to: HRJobs 15080 Livingston Road, Naples, FL 34109

No phone calls please.

**Don’t meet every single requirement?  At CMON we are dedicated to building a diverse, inclusive and authentic workplace, so if you’re excited about this role but your past experience doesn’t align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles.**

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