



Grants Manager

Department: Advancement

Supervisor: Chief Advancement Officer

Exempt/Non-Exempt: Non-exempt

Position Type: Full-Time (37.5 hours per week)

Salary Range: \$49,000-\$59,000

Position Summary

The Grants Manager (GM) is a key position in the Burchfield Penney Art Center Advancement Department, ensuring that the Art Center maintains and grows its revenue through grant proposals to private foundations, corporate foundations, and government agencies.

They have primary responsibility for all aspects of grants management, including developing written funding proposals and applications; compiling associated documentation; grant reporting; tracking; and timely communication of submission and reporting deadlines; maintaining updated information in government and foundation online sites; ensuring all contract requirements are fulfilled and submitted; and researching grants opportunities in support of various programs and exhibitions at the Burchfield Penney.

The GM will work across all departments of the Burchfield Penney Art Center, along with outside partners, to gain program information, compile a strong case for support, and oversee and administer outcome measurements.

Additional departmental duties, as needed, include providing support with donor communications and actively participating in Advancement Department fundraising and cultivation events.

The duties of this role vary over the course of each calendar year, requiring excellent time management and communication skills, the ability to self-prioritize work, and the ability to manage expectations both across and upwards within the organization.

Superlative written communication skills and strong interpersonal skills are essential to this position, as well as superb attention to detail, excellent organizational skills, and strict adherence to deadlines.

Work Schedule

Work is typically conducted at the Center Monday-Friday during business hours. This position will occasionally be required to participate in events that occur outside those parameters, including evening or weekend events. Flexible scheduling is available to maintain a healthy work-life balance.

Essential Functions:

Grants Management

- Develop and write grant proposals to private foundations, corporate foundations, government agencies, and other grant-making entities, persuasively communicating the organization's mission and programs to potential funders.
- Demonstrate high-quality grant writing skills, with the ability to not only communicate program information and data but also create compelling stories and articulate the impact of program outcomes.
- Maintain a sound knowledge and understanding of the organization and its mission, as well as the various exhibitions, programs, and specific projects that need grant support.
- Gather information from program personnel to ensure a clear understanding of concepts for funding purposes, including data, budgets, and images.
- Schedule feedback sessions for submissions between program officers and relevant museum staff; participate in sessions as needed.
- Supports stewardship and relationship development with funders by participating in meetings and sharing updates on grant-supported projects.
- Conduct grant research on a regular basis to identify likely funding sources for specific projects, programs, and organizational needs.
- Maintain and implement an accurate calendar of funding submission benchmarks, reporting deadlines, and any associated grants-related cultivation activities.
- Coordinate regularly with the Director of Finance to ensure compliance with all grant contract requirements, including reporting. Ensure any needed information is conveyed to the appropriate staff.
- Serve as a point of contact for government funding entities.
- Provide regular progress updates to the Executive Director, Chief Advancement Officer, and Assistant Director of Advancement and prepare prescribed reports as directed.
- Coordinate all administrative aspects of grant proposals including drafting, circulating, and collecting letters of commitment or support from grant partners, staff resumes and professional biographies, and other required documents.

Departmental Activities and Support

- Assist the Advancement Department with other writing projects that may include donor correspondence, corporate sponsorship requests, program-specific support, or other projects as assigned.
- Actively participate as a member of the Advancement Department at fundraising, donor cultivation, and donor stewardship events.
- Perform basic administrative tasks like filing, recordkeeping, and general reporting, as well as other relevant duties as assigned or requested.

Education and Experience

- Bachelor's degree in communications, marketing, English, journalism, non-profit management, business, or a related field of study. Candidates with an equivalent combination of education and experience will also be considered.
- A minimum of three years of proven success in grant management, including grant writing, program/project management, and grant administration.
- Advanced knowledge of Microsoft Office Suite, Monday Work Management, and adept online grants research skills.
- Past experience with navigating online application systems for government and foundation support, including city, county, state, and federal government application conventions.
- Experience with Neon, Raiser's Edge, or other CRM software is preferred.

Required Knowledge, Skills, and Abilities

- Superior written communication skills that can effectively convey to prospective grantors the nature and urgency of the grant request, the positive changes their support will effect, and stories of success to demonstrate the use of their funds.
- Excellent adherence to spelling, grammar, syntax, punctuation, and other writing standards is a non-negotiable requirement for this role. Candidates will be asked to produce an on-site and timed writing sample during the interview process.
- Proficiency in researching, interpreting, and analyzing diverse data and the ability to work collaboratively and independently to achieve stated goals.
- Ability to think ahead and be a problem-solver, with the self-confidence to trust independent judgment and take the correct action decisively. Goal oriented and self-motivated, exercising initiative and creativity.
- Demonstrated ability to pay close attention to detail, to efficiently manage several work assignments and tasks simultaneously, and to self-prioritize work in a fast-paced environment.
- Exceptional project management skills and the ability to successfully comply with schedules and deadlines.
- Strong interpersonal communication skills, with abilities to build relationships and collaborate across teams within the organization and within the funding community.

Preferred Qualifications and Abilities:

- Knowledge of and/or work experience in the visual art field.
- Demonstrates enthusiasm for the arts and a working knowledge of the Western New York cultural and philanthropic community.

Compensation

The Burchfield Penney Art Center is committed to fair, competitive, and industry-informed pay for our employees. The salary range for this position is \$49,000 - \$59,000 and includes health insurance, paid vacation and sick time, 403(B), and additional benefits.

To apply

Please email your cover letter, resume, and three professional references in one PDF document, saved as "LastName.FirstName" and Grants Manager in the subject bar to burchfld@buffalostate.edu. No calls, please. This position is open until it is filled, but only applications received by February 28, 2026 can be assured full consideration. The target employment date is April 20, 2026.