



## **Grant Coordinator**

**Location:** Wilmington, NC

### **The Children's Museum of Wilmington**

The Children's Museum of Wilmington has been serving the greater Wilmington area for 25 years. Nestled in the Historic District, the Museum boasts over 17,000 square feet of interactive and educational exhibit space. The Museum celebrates the joy of childhood by providing engaging programming and activities, encouraging children to play to learn. Our mission is to provide a welcoming and engaging environment that promotes hands-on art, science, and literacy-focused learning for all children and their families. Please visit our website for more information [www.playwilmington.org](http://www.playwilmington.org).

### **Hours:**

Full-time, 30 - 40 hours per week

Flexibility to work hours Monday through Friday 8:30 am - 5:30pm

Occasional nights and weekends required as needed to support special events.

### **Job Description**

The Grants Coordinator is an integral member of the Museum team helping to fulfill and progress the Museum's Mission. Responsibilities include coordinating the pre-award planning, organization, and preparation, and the post-award administration of various grants to foundations, corporations, and government entities. This includes managing the complete life-cycle from researching and writing grants through acceptance, tracking, fulfillment, and closure. The Grants Coordinator will work with staff to develop grant programs/projects and provide guidance and support on grant projects/programs. Excellent communication skills, organization skills, and the ability to work independently are key. This position reports to the Executive Director.

### **Duties and Responsibilities**

- Research, plan, write, and coordinate grant submissions

- Communicate with program officers/contacts at foundations, corporations, government entities regarding grants
- Develop and maintain relationships with local community nonprofits and grant funders
- Work with Museum staff to develop grant proposals and budgets for specific projects/programs
- Compile/organize grant documents for ease of review by staff and Executive Director
- Provide grant updates, events, projects, etc. to the Marketing Coordinator for media updates and press releases
- Assist in grant spending and tracking of expenditures along with the Executive Director
- Write impact and progress reports for each grant
- Keep accurate and up-to-date records of all applied and awarded grants
- Keep staff informed of all grant progress at staff meetings
- Assist in reporting on grant progress to the Board of Directors as required
- Maintain positive relationships with past, present, and future grantors
- Assisting in growing and diversifying the Museum's grant portfolio
- Other duties as assigned

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities and duties required.

### **Preferred Qualifications**

- At least 2+ years of experience in grant writing, professional writing, communications, or a related field.
- Bachelor's degree preferred
- Experience with development and fundraising is a plus
- Experience working with youth or in youth development is a plus
- Experience and demonstrated facility with software such as Microsoft Office Suite, Google Suite, Canva, etc.
- Exceptional communication and interpersonal skills
- Ability and passion for creating a positive, playful environment for visitors
- Collaborative, creative, and an enthusiasm for new projects
- Curiosity, eagerness to learn, willing to ask questions, and apply feedback

### **Benefit Summary:**

PTO  
 10 paid holidays  
 Health insurance  
 Parental Leave

**Pay Range:** \$15-\$20 an hour

***To apply, please submit a resume and cover letter with the subject line: Grants Coordinator to Jessie Goodwin at [jessie@playwilmington.org](mailto:jessie@playwilmington.org)***

*The Children's Museum of Wilmington is committed to equal opportunity for all employees and prospective employees without discrimination based upon race, color, religion, national origin, sex, age, personal appearance, sexual orientation, political affiliation, family responsibilities, disability, marital status, or any other category protected by law. This policy applies to all aspects of employment at The Children's Museum of Wilmington, including, but not limited to, recruitment, promotion, compensation, benefits, training and development, access to facilities, discipline, separation of employment, and other terms and conditions of employment.*