

Historic Saranac Lake Membership and Grant Manager

Responsible for membership and grants management, including grant submissions and reporting, donation tracking and correspondence, and monthly membership processing. Works with the Executive Director to strategically expand funding opportunities.

Fundraising Responsibilities

- Processes memberships, general donations and grants in database and produces timely gift acknowledgment correspondence.
- Ensures effective oversight of memberships, donations and other fund development initiatives.
- Prepares letters of inquiry and grant applications.
- Identifies new funding opportunities and expand grants profile.
- Increases the number of members through membership initiatives, events, and programs.
- Advises and collaborates on sponsorships for exhibitions, programs, events and activities, and management of annual appeal.
- Administers monthly membership renewals.
- Prepare corporate partnership proposals.

Grants Management Responsibilities

- Assists in the development of budgets and the tracking of income and expense.
- Ensures complete documentation of funding awards.
- Ensures accurate tracking of financials and program data to comply with funder's terms and conditions.
- Manages deliverables, monitors spending, requests amendments, and plans spend-out.

Qualifications

- Bachelor's degree in English, Communications, Public Administration, or related field or equivalent experience required.
- Fundraising experience in an arts or education setting with grant writing and organizational giving experience strongly preferred
- Demonstrated interest in museums and local history
- Excellent written and verbal communication and interpersonal skills with a diplomatic, professional phone manner
- Proficiency in Excel, Outlook and Word on PC platform
- Ability to learn membership management software required
- Proven self-starter with strong work ethic, self-motivated, resourceful, conscientious, punctual and energetic
- Meticulous attention to detail with strong emphasis on thoroughness, accuracy and follow up
- Ability to work effectively with internal and external customers and people of all levels
- Ability to work within deadlines and manage multiple priorities
- Ability to work as a member of a team and independently
- Ability to maintain confidentiality
- Ability to work weekends and evenings as needed; flexibility and adaptability in schedule

★ Applications will be accepted through February 5, 2020. The position starts March 1, 2020.

★ This is a 30 hour per week, salaried position, computed at \$22/hour. The position is funded for two years.

**Interested applicants should email a cover letter and resume to:
Amy Catania, Executive Director: amy@historicsaranaclake.org**