MoMA PS1 JOB DESCRIPTION

<table>
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<tr>
<th>Title:</th>
<th>Grant Writer</th>
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<td>Status:</td>
<td>Part Time, Non Exempt</td>
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<td>Reports to:</td>
<td>Director of Development</td>
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<td>Date:</td>
<td>01 – 21 – 2020</td>
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Summary
The Development Department of MoMA PS1 seeks an experienced and detail-oriented Grant Writer. The grant writer will support the creation of MoMA PS1’s outreach and strategy with regards to institutional and foundation giving. The Grant Writer will prospect grant opportunities and lead the drafting and finalization of proposals, letters of interest, and their supplemental materials. Additionally, the Grant Writer will work with a small and efficient development team to build out the current fundraising strategy and grow foundation and institutional support.

Supervision
This position reports to the Director of Development.

Responsibilities
- Lead research and identify grant opportunities with the support of the Director of Development, providing analyses and timelines for new grants and projecting the likelihood of success in securing funding.
- Working with the Development Assistant, manage the database of prospective grant making institutions and foundations.
- Manage a grant proposal calendar to delineate timelines for submission, including internal and external deadlines.
- Communicate with and support staff with preparing and finalizing proposals for foundational support for Museum programs.
- Prepare drafts and finalize all written materials (proposals, letters of inquiry/intent, and abstracts); create strong deliverables in line with grant requests; produce budgets and financial reports with the support of the Controller.
- Support communication with foundation and institution staff, ensuring the mission of MoMA PS1 is clearly communicated in written materials.
- Prepare materials to present a unified voice for the Museum as grant making becomes a larger portion of the financial portfolio.
- Ensure relevant staff members are aware of grant deliverables and funding levels to execute designated programming.
- Support the data tracking system as required for interim and final grant reports.

Qualifications
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Bachelor’s degree in Non-Profit Administration, Business, Art History, Liberal Arts, or a related field. Knowledge of art history or related field and interest in experimental contemporary art is strongly preferred.
2. Understanding of principles of philanthropy, with particular attention to institutional funders.
3. Excellent writing skills necessary to write and edit letters, proposals, sponsorship decks, reports, and other solicitation materials, as well as the exemplary verbal communication skills.
4. Proven success with fundraising & grant solicitations, ideally in museum or arts environment.
5. Ability to work productively and collaboratively with across all levels of the Museum and liaising with external partners, and maintain highly professional and positive attitude in a dynamic and creative setting.
6. Ability to work in a fast-paced environment and have experience managing tight deadlines.
7. Strong organizational ability, analytical skills, and attention to detail.
8. Exceptional judgment, professionalism, and discretion in handling confidential and sensitive situations and matters.
9. Passion for and understanding of MoMA PS1’s mission and program work.
10. Experience managing databases, specifically Salesforce and fundraising, finance management related systems

Please send your resume and cover letter to employment_ps1@moma.org and include “Grant writer” in the subject line. For more information about MoMA PS1, please visit www.MoMAPS1.org.

Please be advised that due to the high volume of applicants, we are only able to contact those candidates whose skills and background best fit the needs of the open positions. Thank you for your interest in employment opportunities at MoMA PS1.

MoMA PS1 is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.