



## GRANTS MANAGER

Maymont is a 100-acre historic estate and park, located in Richmond, Virginia, with many unique experiences for all to enjoy, including the historic Maymont Mansion, The Robins Nature Center, arboretum, formal gardens, and habitats for native Virginia wildlife and farm animals. With seasonal events, programs and rental spaces, over 800,000 guests enjoy Maymont yearly. Since 1975, Maymont has been maintained and operated by the nonprofit Maymont Foundation, committed to creating experiences that delight, educate and inspire its guests.

The Maymont Foundation is seeking a Grants Manager to join the Development team. This position will report to the Senior Manager of Institutional Giving. The Grants Manager is responsible for developing and writing winning grant proposals designed to secure funding from public institutions, private foundations and corporations, and other grant-making entities, to support and implement Maymont's programming. The Grants Manager will possess exemplary writing and communication skills and will persuasively convey Maymont's mission, programs and projects to potential funders.

### Essential Functions:

- Manage full grant lifecycle including planning and strategy, prospect research, relationship cultivation, writing and application submission, tracking and reporting.
- Write high-quality, persuasive grant proposal narratives effectively aligning Maymont's program and/or project goals and objectives with funding opportunities.
- Research, collect data and prepare documentation in support of each grant submission.
- Develop an annual grant-seeking plan that identifies funders, submission deadlines, key funding guidelines, alignment with Maymont programs and/or projects, anticipated award amounts, and any conditions—such as required matching funds, etc.
- In collaboration with the Senior Manager of Institutional Giving and senior staff, develop strategies for specific funders that will lead to competitive and successful submissions.
- Work closely with Maymont staff to ensure that funding opportunities are identified and pursued, submission and report deadlines are met, budget and support materials are accurate, and reports/evaluations are completed as required by funders.
- Conduct prospect research to identify, cultivate and solicit new grants.
- Identify proper contact person(s) for each grant and work with the Senior Manager of Institutional Giving to cultivate relationships before applying, as appropriate.
- Keep accurate data on all aspects of grants activity and record data within database.
- Oversee reporting for grants received, collaborate with program staff to ensure timelines and deliverables are met, and produce status and final reports as required.

### Education and Experience:

- Bachelor's degree in English, marketing, communications or related field required
- 3+ years of experience in grant writing in nonprofit fundraising
- Working knowledge of local philanthropic sector preferred

### Required Skills/Abilities:

- Excellent verbal, writing and editing skills: spelling, grammar, punctuation and vocabulary
- Proficient in Microsoft Office with prior experience using fund development software
- Ability to work collaboratively with stakeholders across the organization and to engage colleagues where needed in the pursuit of funding and stewardship of funder relationships
- Ability to craft compelling, persuasive and original narrative
- Highly organized and detail-oriented
- Ability to maintain strict confidentiality of extremely sensitive data, records and conversations



Physical Demands:

- Frequent sitting, standing, walking and talking for extended periods
- Frequent climbing, bending, stooping and lifting up to 50 pounds
- Ability to work inside and outside in all weather conditions
- Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus

Competitive compensation and benefits package includes paid-time-off and health, dental, vision, disability, and life insurance.

FLSA Status: Full-Time Exempt

To be considered for this position, please send a cover letter and resume to [employment@maymont.org](mailto:employment@maymont.org). Please include the position title in the subject line.

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*This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and perform other job-related duties. This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship.*

*All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

*Maymont Foundation is committed to creating a diverse environment and is proud to be an equal opportunity employer.*

*To safeguard employees during the COVID-19 pandemic, personal protective equipment, including hand sanitizer, gloves and masks, are provided as appropriate. Protocols for social distancing are in place.*