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. 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 have 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 according to funders’ requirements
- 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, update database in a timely fashion, and produce status and final reports
- Assist with other duties and tasks as assigned

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 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
- Ability to pass a background check
- Valid driver’s license required with reliable transportation to/from Maymont

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

This position offers a competitive compensation and benefits package, including 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. Please include the position title in the subject line.

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.