

Position Description

Title: **Grants and Development Associate**

Division: Development

Classification: Salaried exempt, regular full-time

Reports To: Program Development Manager

Supervises: N/A

High Desert Museum – Organization Description

The High Desert Museum is a non-profit organization focused on the biotic and cultural elements of the High Desert region of the Western United States. Located near Bend, Oregon, on the edge of the beautiful Deschutes National Forest, the Museum melds the natural history of diverse habitat types with human history of the environment into a unique blend of indoor and outdoor exhibits, living history and both living and historical collections.

Job Summary – Grants and Development Associate

This position is an integral member of the development team and will offer critical support to achieve the aggressive fundraising goals of the organization as it relates to donor stewardship, membership, events and grant proposals.

Qualifications

The successful candidate will demonstrate a commitment to excellence, innovation, integrity and teamwork. Other critical areas of evaluation will include:

- Bachelor's degree or higher
- Three years' experience intensive writing and project management experience preferred
- Computer fluency and strong analytic and operating abilities with databases
- Experience working in deadline-driven environments
- Excellent interpersonal, organizational, and written and oral communication skills with an attention to detail as well as the big picture. Ability to work independently and as part of a team, establishing and maintaining effective working relationships with fellow employees, volunteers and the general public

Responsibilities and Tasks

1. Work closely with all Museum departments to understand Museum programs and visitor experiences and to provide up-to-date and engaging content for donors and foundations
2. Develop and write grant applications for foundations and governmental agencies
3. Work with finance, program and communications staff to gather information necessary to write reports to corporate/foundation/governmental funders and individual donors
4. Write and manage foundation correspondence, including thank you letters
5. Assist in creating/modifying department policies
6. Support Program Development Manager with program evaluation
7. Maintain current records in database and in paper files, including grant tracking and reporting
8. Research foundations, corporations and governmental agencies to identify funding opportunities and creates prospect plans in database
9. Write content for membership renewal/acknowledgement letters, invitations, quarterly Desert Sage Society newsletters, HDM Happenings, annual appeals, donor reports, new program materials (i.e. first-time parent or homebuyer), etc.

10. Participate in the creation of fundraising materials in support of campaigns and annual solicitations, including the corporate sponsorship packet
11. Provide support in developing content to promote Planned Giving within the department that includes data entry into and customized reports from Greater Giving
12. Update Guidestar and Charity Navigator ratings
13. Participate as an active member of the Development Team and coordinates appropriately with each budget sector represented in the Museum's contributed and earned revenue goals
14. Conduct other duties as assigned

Please send resume and cover letter to the High Desert Museum,
attention Shannon Campbell.

jobs@highdesertmuseum.org

<http://highdesertmuseum.org/job-opportunities>

The High Desert Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Mission

To explore the High Desert's unique landscape, cultures, wildlife, history and arts, connecting our visitors to the past and helping them discover their role in the present and responsibility to the future.