



Associate Director, Grants Management

Overview and History:

Illinois Holocaust Museum & Education Center ([IHMEC](#)) uses the history and lessons of the Holocaust to transform the future – to equip students, educators and public visitors with knowledge, skills, and courage to take a stand for humanity. The Museum impacts the lives of more than 200,000 people of all ages, nationalities, and cultural backgrounds each year. IHMEC empowers people to speak out against intolerance and genocide through cutting-edge exhibitions, innovative public programming, high quality student and educator services, and partnerships with arts and cultural organizations, educational institutions, and law enforcement agencies.

IHMEC is seeking an Associate Director of Grants Management to increase revenue by expanding institutional fundraising efforts. Reporting to the Senior Vice President and Director of Development, this position will be a key member of the Development Team. This individual will be responsible for maintaining and expanding support for Museum programs and operations by overseeing the execution of the \$1.8M grants portfolio including research and prospecting, proposal and report writing, and managing an efficient operational system to ensure accurate records and timely communication with funders.

Key Responsibilities:

- Research, identify and qualify new funding opportunities from individuals, corporate, foundation, state, and government sources
- Craft compelling grant proposals and create timely and accurate progress reports for funders
- Oversee grants calendar and maintain up-to-date database records for all institutional donors
- Manage annual review and renewal process for all grant opportunities
- Directly supervise the Development Assistant; create opportunities to sharpen their skillset and grow within the organization
- Work closely with the Finance/Operations team as the liaison for Development in the preparation of federal and state funding reports
- Collaborate with Education, Marketing, and Exhibitions/Collections departments in preparation for grant proposals and progress reports
- Cultivate and maintain positive relationships with key stakeholders and donors
- Serve as resident expert on all state and federal funding processes and protocols

Position Summary

Posted: October 2022

Salary: \$100k – \$125k

Location: Chicago Area Preferred, Hybrid

Qualifications & Skills:

- 5+ years of development experience to include grant writing; direct solicitation experience preferred
- Proven track record with State and Federal government grant writing
- Excellent written and verbal communication skills with demonstrated ability to lead
- Experience crafting LOIs, concept papers, proposals, and stewardship materials
- Aptitude for creating budgets, designing logic models, and drafting compelling case statements
- Demonstrated ability to work independently in a fast paced, team-oriented environment
- Understanding of technical and financial requirements for large grants
- Highly organized and effective in managing competing deadlines
- Passion for the mission of IHMEC and the ability to convey its impact to all stakeholders
- Proficiency in Microsoft Suite, including Excel, with ability to learn and use donor software
- Bachelor's degree is required

To apply, please submit a resume & cover letter to **Jamie Perry, Evolve Giving Group:** jamieperry@evolvegg.com

Illinois Holocaust Museum & Education Center is an equal-opportunity employer.

