



**ILLINOIS HOLOCAUST MUSEUM
& EDUCATION CENTER**

SENIOR DEVELOPMENT ASSOCIATE – GRANTS

POSITION SPECIFICATION

THE COMPANY

Illinois Holocaust Museum & Education Center (IHMEC) honors Survivors and victims of the Holocaust by teaching universal lessons that combat hatred, prejudice, and indifference. The Museum activates this mission through world-class exhibitions, public programming, and educational initiatives to equip audiences with knowledge, skills, and courage to take a stand for humanity. Today, IHMEC is the third-largest Holocaust museum in the world and second largest in the country, impacting hundreds of thousands of students, teachers, law enforcement and community members annually. As a world leader in connecting the history and lessons of the Holocaust, we inspire visitors to become Upstanders, who speak out for what's right – turning powerful lessons of history into positive actions today.

Revenues are derived from major special events, corporate and individual giving, visitor receipts, gift shop revenues, and major grant fundraising – foundation, family, and government.

THE POSITION

Position Title: Senior Development Associate – Grants
Location: Skokie, IL
Reports To: Associate Director of Development

Reporting to the Associate Director of Development, the Senior Development Associate - Grants is responsible for preparing proposals and reports to foundation, corporate, and government funders, with the overall goal of generating revenue in support of the Museum. The successful candidate must have strong writing, editing and proofreading skills and ability to meet deadlines. They should be comfortable working in a fast-paced and multi-faceted environment. The candidate must have strong interpersonal skills and have interest in engaging and collaborating across the Museum.

SPECIFIC RESPONSIBILITIES

The Senior Development Associate – Grants will:

- Write, prepare, and submit private and government grant proposals, reports, letters of inquiry, and other related correspondence, with a major emphasis on public and private grant submissions.
- Manage complete deadline packages from start to finish, coordinating all submission requirements.
- Maintain a calendar of applications, reporting, and other key dates to ensure timely completion and submission of applications and reports and update grants management software accordingly.
- Responsible for managing a portfolio of grants.
- Strategize with Associate Director of Development on approach for prospective funding.
- Proactively identify grant opportunities in support of new and ongoing Museum initiatives.
- Coordinate with members of other departments as needed.
- Cultivate relationships with prospective and existing funders.
- Investigate trends and emerging research related to Museum activities (e.g., Holocaust education, Holocaust denial, genocide awareness, antisemitism, character education, bullying, hate crimes).
- Assist with aggregation and analysis of available program and visitor evaluations, demographic data, and development of appropriate charts and tables to illustrate impact to donors/funders.
- Participate in and support funder site visits, including developing itineraries and preparing Museum staff.
- Provide support to other Development department activities as assigned, including fundraising events.
- Other tasks and responsibilities as assigned by Associate Director of Development or CEO.



THE PERSON

Job Qualifications

- Bachelor's degree from an accredited institution.
- Knowledge of grant application processes as well as the principles and practices of grant preparation and administration.
- Two years of relevant experience, with a minimum of one-year grant writing/management experience.
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- Excellent writing and editing skills, including the ability to convey seemingly complicated projects in a compelling and persuasive manner.
- Outstanding organizational and interpersonal skills.
- Passion and curiosity for history, study of the Holocaust, the arts, and humanities.
- Strong computer skills.
- Experience with CRM a plus.
- Demonstrated ability to juggle multiple tasks, work under deadline, think creatively, attend to details, and work independently as well as collaboratively.
- Ability to work evenings and weekends as needed.

Physical Requirements

May need to climb up and down stairs; to bend, stoop, and lift or move materials and retrieve files; to pull/push, lift, and carry up to 25 pounds; spend considerable time on feet; and to reach both above and below shoulder height.

Committed to Diversity

Illinois Holocaust Museum & Education Center is an equal opportunity employer and is committed to creating an inclusive environment for all employees. People of color, people of all gender identities, LGBTQ+ people, and people with disabilities are strongly encouraged to apply.

Learn More

Visit our website, engage in virtual experiences, and learn more at ilholocaustmuseum.org.

To Apply

Interested applicants should email a cover letter and resume to jobs@ilhmec.org and include "Senior Development Associate – Grants" in Subject Line.