

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Grants Manager
Organization:	Harriet Beecher Stowe Center
Location:	Hartford, CT
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1 or September 3, 2019

ORGANIZATION DESCRIPTION

The Harriet Beecher Stowe Center preserves and interprets Stowe's Hartford home and the Center's historic collections, promotes vibrant discussion of her life and work, and inspires commitment to social justice and positive change, through programs like the Stowe House tour, our award-winning Salons at Stowe, author talks, and field trips. As an international heritage tourism site, museum, program center, and research library, HBSC welcomes nearly 40,000 visitors annually from all 50 states and 20 countries. The Center is a nontraditional museum where visitors connect the past to the present by discussing nineteenth-century issues that resonate today. Learn more at www.harrietbeecherstowecenter.org.

POSITION DESCRIPTION

The Stowe Center's strategic plan includes expanding its base of support through individual giving, grant funding, and planned giving. The Grants Manager will play a significant role in enacting this plan and will work closely with the Center's Director of Development, Executive Director, and Financial Consultant, as well as program staff, to develop and write grant proposals, oversee the continued management of grant funds, monitor project milestones, and prepare final reports for funders. The Grants Manager also will conduct grant prospect research, monitor the grant calendar, and work with the Executive Director and Financial Consultant to prepare the restricted revenue budget and track cash flow. The manager's work will include a varied portfolio of grant proposals ranging from small, local private foundations to complex, nationally-competitive federal funders.

The Grants Manager will also play a critical role with planning and increasing support for two major institutional initiatives: a \$1.5 million site improvement project that includes ADA accessibility and historic landscape restoration, and an archival access project, which is in its initial planning stages and will require support for the evaluation of HBSC manuscript collections' content strengths, digitization, and assessment of technical requirements and workflow processes.

Additionally, the Grants Manager will support additional initiatives at the Stowe Center, including assisting staff with the launch of new fundraising initiatives, writing and editing fundraising collateral like brochures and annual reports, and collaborating with programmatic and development staff to prioritize needs and on funded projects.

By the end of the fellowship, the Grants Manager will have the expertise to identify meaningful grant opportunities that align organizations' missions with foundation guidelines, know how to craft and tailor key messages to different foundation audiences, develop a case for support for programs and projects, put

This fellowship position is available *only* through the Mellon/ACLS Public Fellows program, an initiative administered by the American Council of Learned Societies. You may *not* contact the host institution to inquire about this position.

together project budgets, craft progress reports for funders, assist with management of capital projects, build relationships with funders, and will have gained a general understanding of nonprofit operations.

Key duties and responsibilities:

- Develop, write, and package grant proposals;
- Track grant and project funding, project milestones, and key grant deadlines;
- Collaborate with staff on the preparation of project budgets and other supporting grant materials;
- Perform research to identify new grant funders for the Stowe Center's existing programs, the capital improvements to the site, and the digitization project;
- Craft the grant funding plan for the site improvement and digitization projects;
- Write the grant funding portion of the annual development plan and contribute to the development portions of the strategic planning process that may occur in late 2019 or 2020;
- Prepare final reports to funders and contribute to Development's monthly report to the Board of Trustees;
- Develop a list of best practices for grant writing and related project management; and
- Assist with streamlining current grant and project management processes as inefficiencies are identified.

- **QUALIFICATIONS**

- PhD in the humanities or humanistic social sciences;
- Self-motivation and goal/outcome orientation;
- Ability to effectively manage multiple priorities and meet internal and external deadlines;
- Excellent written and verbal communications skills;
- Ability to work effectively and collaboratively with others;
- Desire to learn budget preparation and analysis;
- Interest in the Stowe Center's mission and related history; and
- High level of organization and attention to detail.

- **APPLICATIONS**

- Information on the Mellon/ACLS Public Fellows Program:
www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS online application system (ofa.acls.org)
- Application deadline: March 13, 2019, 9 p.m. Eastern Daylight Time