



Grants Specialist

Are you a strategic thinker with a passion for persuasive writing and fundraising communications? The Maine Historical Society is seeking a part-time professional to expand its grants program in support of an organization-wide strategy to increase MHS audiences, impact, revenue, and programs.

ABOUT MHS

The Maine Historical Society (MHS) preserves and shares Maine's story. Our work illuminates the diverse experiences of individuals, organizations, and communities that serve as the foundation for Maine's special sense of place. Over the years, MHS has built unique assets: a staff skilled at caring for and providing access to historical material; deep knowledge about Maine; aptitude for telling stories; landmarks like the Wadsworth-Longfellow House and Brown Research Library; and exceptional collections facilities.

In recent decades, MHS has developed an expansive vision for the role that history can play in Maine. This includes public programs like the Maine Memory Network, a nationally-recognized resource for all who care about Maine; an exhibition program that explores how contemporary Maine is shaped by its history; and an ethos of collaboration, partnership, and inclusivity.

Trustees and staff recently completed a bold, five-year business plan as part of our 200th anniversary. The Plan invests in MHS' unique mission, expertise, and assets to build our capacity, impact, and audience—and prepare MHS for its third century of service to Maine.

POSITION SUMMARY

Working with and reporting to the Director of Institutional Advancement, the Grants Specialist is responsible for managing MHS' grants program, which includes stewarding and building relationships with a small and growing number of private and corporate foundations as well as government funders. The Specialist develops the annual grants fundraising strategy, identifying and assessing new potential funders, writing a variety of proposals and reports, and tracking deadlines. They work closely with the Management Team, program leaders, and Advancement colleagues to support MHS' ambitious 2022-27 Business Plan goals. This position requires strong writing, project management, analytical, and computer skills.

FUNCTIONS AND RESPONSIBILITIES

Grants Strategy & Management (20%)

- In collaboration with the Director of Institutional Advancement, creates the annual grants strategy and plan in support of private foundation and government fundraising goals.

- Manages the annual grants calendar, tracking proposal deadlines and reporting requirements, in fundraising database (CRM).
- Builds collegial relationships with the Executive Director and senior leaders to help identify funding opportunities and deliver strong stewardship and reporting for annual and long-term projects.
- Stays current on the history, objectives, programs, and financial needs of MHS.
- Maintains and updates MHS' annual registration in SAM.gov.

Grant Writing (60%)

- In keeping with the voice and branding of MHS, writes concise and persuasive grant proposals in support of current operating needs for exhibitions, public programs, and digital projects as well as capital needs and special initiatives.
- Maintains institutional templates, budgets, and supporting documentation for grant needs.
- Works closely with the Chief Financial Officer, Deputy Director, and program leaders to standardize and maintain institutional metrics in support of foundation proposals and timely grants compliance. Assists in the preparation of project budgets and unique reports as needed.

Prospect Research (20%)

- Regularly engages in prospect research to identify new federal grant and private foundation funders for the institutional philanthropic pipeline.
- Assists in prospect research for new, individual major donors and special initiatives as needed.

Other duties as assigned related to fundraising and communications.

QUALIFICATIONS

- B.A. or B.S. with at least three years of work experience in grant writing, fundraising, marketing, or non-profits.
- Excellent writing skills.
- Ability to project manage: prioritize work moving backwards from a deadline; accomplish multiple tasks in a busy environment.
- Accuracy and attention to detail.
- Strong analytical skills and ability to understand financial and budget data.
- Self-motivated and able to work independently.
- Professional, energetic, and positive demeanor.
- Team player with sense of humor and flexibility to accomplish an ambitious vision in an evolving, fast-paced institution.
- Core skills in Microsoft Office (Excel, Word, PowerPoint) and the desire to learn and use other specialized software.

PREFERRED QUALIFICATIONS

- Knowledge of standards, best practices, and policies in the grants management field.
- Direct experience with Raiser’s Edge database and/or similar non-profit CRM.
- Direct experience with prospect research tools, such as iWave or Foundation Directory Online.

DIVERSITY AND INCLUSION

The Maine Historical Society promotes a culture of inclusion and seeks talented staff from diverse backgrounds. We are an equal opportunity employer and prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

SCHEDULE AND LOCATION

MHS supports a variety of work configurations and welcomes applications from candidates who wish to work remotely part of the week or on a flexible schedule.

SALARY AND BENEFITS

Providing a salary range promotes transparency and is one recommended strategy for advancing equitable compensation.

Salary:	\$24.00 - \$24.75 per hour
Job Type:	Part-time, target 21 hours per week
Start Date:	As soon as position filled
Region:	Portland Area
Specific Location:	Portland, ME

This position is hourly, paid bi-weekly. MHS provides generous holiday pay and paid time off package to part-time, hourly employees. On-site parking in downtown Portland is provided.

Application Details

How To Apply: Please email your cover letter, resume, and one brief writing sample to Cindy Murphy, Officer Manager, at cmurphy@mainehistory.org. Review of applications will begin immediately and will continue until the successful candidate has been selected. No phone calls, please.

Application Deadline: Friday, December 23, 2022