Position Title: Grant Writer
Department: Development
Reports to: Director of Development
Position Classification: Regular, Full-Time, Non-Exempt

About the Queens Museum
The Queens Museum is dedicated to presenting the highest quality visual arts and educational programming for people in the New York metropolitan area, and particularly for the residents of Queens, a uniquely diverse, ethnic, cultural, and international community.

The Museum fulfills its mission by designing and providing art exhibitions, public programs and educational experiences that promote the appreciation and enjoyment of art, support the creative efforts of artists, and enhance the quality of life through interpreting, collecting, and exhibiting art, architecture, and design.

Position Overview:
Queens Museum seeks a focused Grant Writer to assist in implementing a fundraising strategy that targets foundations, corporations, and government grant-making agencies. The Grant Writer will create organized and compelling proposals through applied knowledge of fundraising means and methods, working collaboratively across departments to discover fundraising opportunities and identify priorities.

Responsibilities include:
- Determine funding needs, opportunities, and priorities through regular meetings with program staff.
- Write all funding proposals, reports, and other correspondence to foundations, corporate philanthropies, and government entities.
- Develop fresh language on grant materials and write copy for fundraising campaigns and promotional materials.
- Research funding prospects and provide senior staff with research and background materials to support fundraising efforts.
- Maintain all grant-related records in the donor database, including constituent records, gift and proposal entries, submission deadlines, and crediting information.
- Compile and update statistics and information relating to grants.
Update files of fundraising materials including current budgets, IRS letters, audited financial statements, and information packets.

Qualifications:

- Bachelor’s Degree in Art History or related field, or its work experience equivalent in arts education and/or community development
- 1-2 years of prior grant writing experience in the development department of a non-profit organization, ideally in the arts.

To Apply:
Please send by email a cover letter, resume, and two writing samples to hr@queensmuseum.org and bstrauss@queensmuseum.org, no calls, please.