portland children's Museum

Contract Grant Writer
Department of External Relations

Status	Independent Contractor, Temporary
Schedule	Flexible
Compensation	Contract rate to be determined, based on Grant Writer's hourly rate
Report to	Grants Manager

MISSION OF PORTLAND CHILDREN'S MUSEUM
To develop innovative problem-solvers through playful learning experiences that strengthen relationships between children and their world.

ORGANIZATION OVERVIEW
Portland Children's Museum consists of three aligned entities: (1) the Museum, where exhibits and programs serve the public both on- and off-site, (2) Opal School, a tuition-based pre-school and K-5 public charter school, and (3) the Museum Center for Learning, which documents and disseminates fresh approaches to education. In this description, Museum, School, and Center refer to the specific entity, while Portland Children's Museum (or, "the organization") refers to the whole.

POSITION SUMMARY
The Contract Grant Writer position is an excellent opportunity for an early- to mid-career grant writer/grant consultant to: Gain additional experience writing and editing grant proposals to myriad funding sources for a complex organization; research new sources of foundation, corporate, and public funds; and expand his/her repertoire and client list. The Scope of Work will be created with the Contractor in mind, with the number of proposals and reports to be submitted based on the hourly rate of pay requested by the Contractor. We expect that the Contract Grant Writer will submit approximately 10-15 proposals centering around core programming requests up to $10,000 each.

The Contract Grant Writer will work under the supervision of the Grants Manager, who brings nearly 20-years' experience to the position. Work hours and location are flexible, provided grant deadlines are met, with some hours in the Museum preferred for collaborative purposes. The strongest candidate should have the desire to hone grant proposal and report writing skills, an aptitude for research, the ability to handle multiple deadlines without sacrificing accuracy and clarity, and superior writing skills.

The fundraising function of Portland Children's Museum is housed in the External Relations department, which includes development and marketing. The department team is charged with coordinating all external messaging, creating and maintaining high-value relationships, serving Museum members and guests through well-constructed membership processes, and maximizing support to the organization.

Grant Writing & Reporting (80%)

- Works both independently and collaboratively to write, edit, and submit public and private grant proposals and applications to secure funding from foundations, corporations, and government agencies.
- Collects and organizes all relevant information including financial reports, budgets, and other supplementary documents.
- Prepares and submits grant reports.

Research (15%)

- Researches and identifies appropriate funding sources, including research on corporations, foundations, and public sources of money.

Other Functions (5%)

- Edits and contributes copy for other documents as requested.

Minimum Job Qualifications

- At least one year of experience in all phases of grant development including writing and editing grant proposals/reports, researching prospective funders, etc.
- A strong desire to hone grant writing skills.
- Ability to write concisely about often-complex programs, projects, or issues, in a compelling manner.
- Superior time management skills; organized, efficient, detail-oriented, resourceful, productive and able to work on multiple projects simultaneously and meet internal and external deadlines.
- Creative problem-solving skills and the ability to work both independently and in cross-functional teams.
- Robust computer literacy.

Preferred Qualifications

- Understanding of logic models and their individual components
- Experience designing budgets and composing budget narratives

WORKING CONDITIONS

Flexible hours, up to 20 hours per week. Must be able to meet strict multiple deadlines.

TO APPLY

To apply, please submit a cover letter, resume, and representative samples of your writing resumes@portlandcm.org. Please include your desired hourly rate of pay. This will allow us to construct a Scope of Work to include specific proposals with deadlines during the contract period. Please reference "Contract Grant Writer" in the subject line. No phone calls please.