

Henry

Grants and Sponsorship Manager

ABOUT THE HENRY: The Henry Art Gallery was founded as Washington State's first art museum in 1926, on the principle that art stimulates inquiry, fosters knowledge, and builds healthy communities. Located on the campus of the University of Washington (UW), Seattle, the Henry is internationally recognized as a pioneer in the research and presentation of contemporary art. Learn about our mission and vision: henryart.org/about.

POSITION PURPOSE: The Grants and Sponsorship Manager will be responsible for leading the corporate, foundation, and governmental fundraising efforts for the Henry Art Gallery. In addition to identifying and pursuing grant and sponsorship opportunities in support of the museum's programs and priorities, the Grants and Sponsorship Manager is charged with strengthening institutional relations overall by increasing the Henry's visibility in arts, governmental, and corporate sectors. With the Deputy Director of External Relations, this position will develop strategies to increase and deepen the museum's relationships within those sectors and work cooperatively, as is appropriate, with University of Washington departments and groups to advance the mission of the museum.

COMMITMENT TO EQUITY: The Henry acknowledges the historical structures and social dynamics that have continuously oppressed communities of color, and we acknowledge our part in institutional racism. We also acknowledge that we are situated on the land of the Coast Salish peoples.

We are actively committed to racial equity and to building a strong foundation of inclusivity and awareness in all we do. We value discourse that brings forward voices and positions that have been — and continue to be — oppressed. We do not tolerate hate speech or actions.

We recognize that we are in the process of embodying these values across our exhibitions, programs, and operations; this is our ongoing work.

The Henry Art Gallery is a part of the University of Washington. For more information about race and equity at the UW, see washington.edu/raceequity.

SPECIAL NOTE: In consideration of employee health and safety during COVID-19, this position will be set up to work remotely until onsite administrative resume, at a date to be determined.

STATUS: Regular full-time, FLSA exempt, benefits eligible

SALARY RANGE: \$62,000 – \$67,000 annualized

SCHEDULE: Tuesday-Friday, 36 hours per week

REPORTS TO: Deputy Director of External Relations

ESSENTIAL FUNCTIONS:

- Plan and implement the Henry's corporate, foundation, and government fundraising program to support the Henry's strategic vision and plan; identify, cultivate, solicit, and steward funders capable of making major gifts (\$10K and above)
- Identify and manage a portfolio of approximately 50 funding partners and implement cultivation/solicitation strategies for each; report regularly on this portfolio to the Deputy Director of External Relations; participate cooperatively in the University's prospect management and tracking system; utilize the University of Washington's prospect management database to track and manage the portfolio
- Develop compelling gift and grant language, working with the Henry's curatorial team to represent future exhibitions and programs effectively; prepare proposals and related development materials to secure gifts
- Work proactively and collaboratively with the museum's leadership, curators, and financial staff to ensure grant activities are implemented professionally and lead to desired organizational outcomes
- Maintain a strong, first-hand understanding of curatorial programs at the Henry and use this information to match funder interests with museum program priorities
- Develop funding plan, income goals, and timetable for implementation of grants program, tracking progress to goal
- Prepare complex budgets and monitor grant expenditures
- Manage grant-making cycle — cultivation, submission, contracting, and acknowledgement and reporting — on behalf of Henry for all grantors
- Plan and implement institutional funding visits, both on- and off-campus, preparing itineraries and briefing materials
- Work closely with the Henry's marketing team to ensure timely and high-quality stewardship of institutional giving, including reporting, recognition events and publications
- As appropriate, coordinate advancement activity with the College of Arts and Sciences, University Libraries, and other related units
- In consultation with the Deputy Director of External Relations, establish personal goals, objectives, and strategies; participate in assessing progress toward goals; prepare annual operating plan
- As appropriate, represent the Henry at University, community, and professional functions

QUALIFICATIONS:

REQUIRED

- Bachelor's degree and a minimum of three years of grant writing or professional writing experience, preferably in the arts or higher education
- Highly sophisticated critical thinking and writing skills
- Demonstrated ability to develop fundraising strategies and plans that integrate into an organization's mission, priorities, and goals, both independently and collaboratively within a team
- Ability to work independently, problem solve, take initiative, set priorities, and handle multiple projects efficiently and effectively; takes responsibility and initiative to set and meet the goals, objectives, and obligations while representing the mission, visions, and values of the organization

- Strong computer skills, including proficiency with Microsoft Word, Excel, and PowerPoint for correspondence, special reports, spreadsheets, databases, forms, etc.
- Demonstrated ability to organize systems and maintain a strong attention to detail; ability to exercise good judgment in a fast-paced, dynamic, deadline-driven environment
- Understanding of the importance of donor confidentiality as well as appreciation of the values of the Henry
- Ability to contribute effectively as a member of a fun and hard-working team

DESIRED

- Portfolio of writing samples that demonstrates capacity to highlight an organization's mission, vision, and values; experience working with and/or writing about contemporary art a plus
- Familiarity with corporate, foundation, and government community, both nationally and within the Puget Sound area
- Desire to establish, cultivate, and steward long-term relationships with the Henry's funding partners
- Experience working effectively within the non-profit sector

NOTE: This job description is not intended to be all encompassing. Employee may perform other related duties as directed to meet ongoing needs of the organization.

Diverse backgrounds make us stronger. We highly encourage Black, Indigenous, People of Color, LGBTQ+, and individuals of all abilities to apply.

APPLY:

To apply, please go to the University of Washington Hires website: [Grants and Sponsorships Manager](#). No phone calls, please. Applications received by 03/22/2021 will receive priority consideration.