



JOB TITLE: Institutional Giving & Grants Manager

REPORTS TO: Senior Director of Development

FLSA: Salaried \$75,000 - \$85,000 Annually

DATE: March 2026

ORGANIZATION MISSION

The National Civil Rights Museum, located at the historic Lorraine Motel, honors, and preserves the legacy of Dr. Martin Luther King, Jr. We chronicle the American civil rights movement and tell the story of the ongoing struggle for human rights. We educate and serve as a catalyst to inspire action to create positive social change.

POSITION SUMMARY

The Institutional Giving & Grants Manager reports to the Senior Director of Development and is responsible for the management, execution, and administration of all corporate and foundation fundraising activities.

This position oversees the full lifecycle of institutional grant—from prospect research and proposal development to award management, reporting, compliance tracking, and database oversight. The Manager serves as the Museum’s primary grant writer and grants systems lead, ensuring operational excellence, revenue accountability, and alignment with annual fundraising goals.

Working in close partnership with the Senior Director of Development, this role ensures the institutional giving pipeline is strategically organized, actively cultivated, accurately tracked, and positioned for sustainable growth.

JOB RESPONSIBILITIES

Institutional Portfolio Management

- Manage a portfolio of 30–50 corporate and foundation donors and prospects.
- Execute cultivation and solicitation strategies in partnership with the Senior Director of Development.
- Develop tailored engagement and renewal strategies to sustain multi-year support.
- Monitor philanthropic trends and identify new institutional funding opportunities.

Grant Writing & Proposal Development

- Serve as the primary writer for all corporate, foundation & Government proposals, LOIs, sponsorship requests, and renewals.
- Lead cross-functional coordination with Program, Finance, Marketing, and Executive teams to gather narratives, budgets, and impact data.
- Maintain a master grants calendar to ensure timely submissions.

- Develop compelling cases for support aligned with institutional priorities.

Grant Management & Compliance

- Oversee the full grant lifecycle from award through closeout.
- Track deliverables, reporting deadlines, and compliance requirements.
- Coordinate financial reporting with Finance to ensure accuracy and consistency.
- Ensure all institutional documentation is complete and audit ready.
- Maintain strong stewardship practices to support renewals and long-term relationships.

Grants Software & Data Management

- Serve as internal lead for institutional grant tracking within the Museum's donor database system.
- Maintain accurate institutional records, revenue projections, and renewal timelines.
- Produce monthly institutional revenue reports and pipeline updates for the Senior Director of Development.
- Develop and document grant management workflows and best practices.

Revenue Accountability & Reporting

- Track institutional revenue performance against annual goals.
- Monitor grant success rates and renewal conversion metrics.
- Identify potential funding gaps and proactively recommend mitigation strategies.
- Support institutional forecasting and long-term funding strategy.

OTHER FUNCTIONS

The Institutional Giving & Grants Manager performs additional functions (essential or otherwise), which may be assigned from time to time. The position may require work on weekends, nights, and holidays to accommodate facility programming and utilization.

TYPICAL PHYSICAL / SOCIAL REQUIREMENTS

- Ability to operate general office equipment.
- Some travel may be required for funder meetings or conferences.
- Ability to occasionally lift or move items weighing up to 15 pounds.

MINIMUM QUALIFICATIONS

- Bachelor's degree or 5–8+ years of progressive nonprofit fundraising experience, with emphasis on institutional giving.
- Demonstrated success securing five- and six-figure corporate and foundation gifts.
- Extensive grant writing experience with measurable outcomes.
- Experience managing donor databases or grant management systems (e.g., Blackbaud Raiser's Edge NXT, Salesforce, Foundant, Fluxx, Instrumentl, etc.).
- Strong project management and organizational skills.
- Ability to manage multiple deadlines and reporting schedules with precision.
- Strong financial literacy and comfort interpreting program budgets.
- Excellent written and verbal communication skills.

- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Must possess a valid State Drivers' License

If you are interested in this position, please send your resume along with cover letter to JObryant@civilrightsmuseum.org