



CALIFORNIA  
HISTORICAL  
SOCIETY since 1871

## **Foundation Relations Manager / Grant Writer Job Posting 5/20/2022**

### **The Position**

The California Historical Society (CHS) is seeking dynamic candidates for the position of Foundation Relations Manager / Grant Writer. The Foundation Relations Manager / Grant Writer (FRM) is responsible for the creation and management of a well-coordinated strategic plan to identify, cultivate, solicit, and secure support from foundations, corporations and some government funding sources. Working collaboratively with the leadership team, the FRM will be responsible for achieving the organization's foundation and corporate annual revenue goals. This person will write proposals and/or assemble/coordinate the construction of proposals. This person will establish effective relationships with foundation staff and corporate grant-making staff for the purposes of crafting an effective proposal specific to the funding source. The FRM will coordinate with other CHS staff to ensure compliance with grant/gift requirements, including keeping relevant staff apprised of reporting deadlines as well as assembling, writing and submitting reports in a timely fashion. This is a full-time position and reports to the Director of the Development. This position is based in San Francisco, however remote candidates may be accommodated.

The position requires an individual that can exercise good judgment in a variety of situations, with strong written and verbal communication and organizational skills. The appointee needs the ability to work independently on some projects and as a member or leader of a team on other projects. The FRM must be able to work under pressure at times to handle a wide variety of activities and to handle information of a sensitive nature with discretion.

### **About Us**

At the California Historical Society (CHS) we are on a mission to inspire and empower people to make the state's richly diverse past a meaningful part of their contemporary lives. We collect, share, and honor the extraordinarily diverse stories from throughout our state so that Californians may utilize history's lessons to create a brighter tomorrow for everyone.

Founded in 1871, CHS fulfills its mission today by hosting online and in-person programs; mounting changing exhibitions at our headquarters in San Francisco; delivering content via blogs, e-newsletters, online exhibitions, social media, and the CHS Digital Library; providing K-12 teachers with classroom-ready resources; operating a research library; and maintaining a premier collection of original materials

documenting the history of California. A new statewide field services program is under development to directly serve local and cultural history organizations throughout the state including those in traditionally underrepresented communities.

Learn more at [www.californiahistoricalsociety.org](http://www.californiahistoricalsociety.org).

## Responsibilities:

### FUNCTIONAL LEADERSHIP

#### Proposal Writing

- Write proposals and/or assemble/coordinate the construction of funding proposals
- Establish effective relationships with foundation staff and corporate grant-making staff for the purposes of crafting an effective proposal specific to the funding source
- Ensure alignment with CHS strategic and programmatic goals
- Facilitate necessary collaboration with other staff and departments within CHS to develop proposals, track compliance and generate reports to funders

#### Foundation Relations

- Monitor and be responsive to current trends and funding opportunities with foundations to help grow CHS's portfolio
- Oversee a portfolio of existing foundation relationships; grow and strengthen these existing relationships
- Conduct prospect research to actively identify new, qualified foundations to approach, including approaching foundations that focus on Donor Advised Funds
- Systematically track deadlines and foundation expectations to ensure reports, applications, proposals and letters of intent are submitted in a timely manner to ensure ongoing funding (i.e. maintain a grants calendar for submissions and reporting deadlines); collaborate with other departments to ensure materials are completed and submitted in a timely fashion
- Write and prepare compelling grant proposals and reports, ensuring timely submissions and achieving revenue goals
- Effectively engage with other CHS departments (e.g. Exhibitions & Engagement, Library and Collections) as content experts as the source of proposal narrative

#### Corporate Relations

- Monitor and be responsive to current trends and funding opportunities in the corporate sector to help identify and grow CHS's corporate portfolio
- Oversee a portfolio of existing corporate relationships; grow and strengthen these relationships
- Conduct prospect research to actively identify new, qualified corporations to approach, including conducting an assessment of CHS's vendors and an assessment of appropriate Silicon Valley corporations
- Write and prepare compelling corporate proposals ensuring timely submissions to achieve revenue goals
- Develop and recommend strategic corporate solicitation strategies (e.g. naming opportunities, special event sponsorship/underwriting, exhibition sponsorship/underwriting, program sponsorship/underwriting)
- Effectively engage with other CHS departments (e.g. Exhibitions & Engagement, Library and

Collections) as content experts as the source of proposal narrative

#### Development Operations and Donor Recognition

- Develop and keep an accurate, ongoing budget of prospective and received foundation and corporate and funding opportunities and initiate adjustments in anticipation of rejections and/or in response to organization needs
- Maintain Foundation Summary Documents for each significant CHS foundation
- Implement a CHS sign-off process to harvest and collect all necessary reporting data/impact data required by the funding source prior to submitting any funding proposal
- Work with the Director of Development, Chief Operating Officer, and the financial team to develop program budgets for grant proposals and to track grant expenditures to facilitate accurate reporting
- Maintain accurate, up-to-date application and donor records, including paper and digital filing and in our donor database system
- Communicate grant awards and requirements with leadership team and carry out (or oversee) all logistics associated with award compliance
- Act as a thought partner with the Director of Development and the development team to strategize on stewardship efforts, which may include site visits, corporate service days, and other external networking events
- Attend appropriate networking or informational meetings and educational opportunities as needed

#### INSTITUTIONAL LEADERSHIP

1. Monitor and be responsive to current trends and funding opportunities with foundations to help grow CHS's foundation portfolio
2. Monitor and be responsive to current trends and funding opportunities in the corporate sector to help identify and grow CHS's corporate portfolio
3. Act as a thought partner with the Director of Development and the development team to strategize on stewardship efforts, which may include site visits, corporate service days, and other external networking events
4. Develop robust relationships and partnerships within and outside the organization in order to promote CHS's visibility, mission, and strategic goals.

## **Skills, Experience, and Education**

### **Education and Experience**

- Bachelor's degree plus five years of foundation and corporate relations management experience.
- Extensive experience formatting strategic approaches, initiating contact with new prospects, cultivating new and ongoing relationships, making solicitations, writing narrative proposals, managing interdepartmental collaboration in proposal development, collating and fine-tuning final proposal submissions, managing award administration & reporting
- Extensive experience identifying new, qualified foundations CHS could approach using Foundation Directory Online (FDO - Candid), other foundation search engines, the Internet, and hard copy books/materials.

### **Knowledge, Abilities and Skills**

- Ability to efficiently gather, classify and summarize detailed information in reports
- Ability to plan organize and work on several concurrent projects by prioritizing work assignments.

- Ability to read, write and speak English effectively
- Ability to work collaboratively with the leadership team and peers across departments
- Excellent writing skills; ability to compose sophisticated and effective funding proposals
- Microsoft Office applications including Excel, Word, and Outlook
- Experience with Historical Societies, Museums, or Libraries a plus
- Experience with California Foundations and Corporations a plus
- Experience with a CRM (Sales Force, Tessitura, Raisers Edge, Altru, E-Tapestry) a plus

### Things you should know:

The California Historical Society is committed to the principles of Equal Opportunity Employment and encourages applicants of different backgrounds, cultures, genders, experiences, and abilities to apply. As stewards of California history, we recognize the need for and value of diverse perspectives in both historical interpretation as well as day-to-day collaborative teamwork. Applicants should be passionate about the roles that cultural and historical organizations play in contemporary lives across the state and be willing to roll up their sleeves to put those ideals into action with grace, humility, humor and perseverance.

This is a full-time exempt position with benefits, including paid employee health, vision, dental, life, and AD&D, a generous holiday and time off policy, and a team full of interesting and warm people to work with. Local candidates preferred, however remote candidates will be considered and may be accommodated. This position involves some evenings and weekend work.

Compensation: \$70k-\$75k, depending on experience

The California Historical Society requires that all employees be fully vaccinated against COVID-19 subject to reasonable accommodation. Candidates will be subject to provide proof of vaccination status upon hire.

Interested candidates should submit a cover letter and resume or C.V. to [recruiting@calhist.org](mailto:recruiting@calhist.org). Please include your name and the position for which you are applying in the subject line. Resume review will begin immediately and continue until the position is filled.

Earliest anticipated start date for this position: August 1, 2022