JOB DESCRIPTION

Job Title: Grants Manager
Classification: Full-Time; Exempt
Compensation: $45,000 - $50,000/year; commensurate with experience
Benefits: Paid time off, health insurance, employment retirement contribution of 5% of annual salary plus additional match of up to 5%
Schedule: Min. 40 hours per week; will be required to work some evenings and weekends
Reports to: Vice President, Development

ORGANIZATIONAL SUMMARY:

Asia Society Texas believes in the strength and beauty of diverse perspectives and people. As an educational institution, we advance cultural exchange by celebrating the vibrant diversity of Asia, inspiring empathy, and fostering a better understanding of our interconnected world. Spanning the fields of arts, business, culture, education, and policy, our programming is rooted in the educational and cultural development of our community — trusting in the power of art, dialogue, and ideas to combat bias and build a more inclusive society.

POSITION OVERVIEW:

The Grants Manager is a key member of the Development Department and whose primary responsibility is securing $600,000+ for Asia Society Texas through a portfolio of foundation and government sources of funding, with a goal to increase foundational giving to $1M+ in future years. Secondary responsibilities include supporting stewardship and special events, including the Huffington Award Dinner and Tiger Ball Gala.

RESPONSIBILITIES:

- Write tailored proposals, letters of inquiry, and reports.
- Create written appeals for special campaigns.
- Research foundation and government prospects.
- Manage grants and reports calendar.
- Provide logistics support for stewardship, special, and festival events.
- Manage donor communications related to special events.
- Other responsibilities as needed.

QUALIFICATIONS:

- Bachelor's degree preferred.
- 3+ years of fundraising experience, preferably in a museum or non-profit setting.
- Strong written and oral communication skills.
- Proficiency using Microsoft Office; previous experience with a donor database (Raiser's Edge 7/ Raiser's Edge NXT) is a plus.
PERSONAL CHARACTERISTICS:

- Excellent attention to detail.
- Ability to meet multiple deadlines.
- Maintain a high level of ethics and integrity.
- Interest in Asian cultures and/or foreign affairs.
- Ability to work collaboratively in Development and interdepartmental joint projects.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable disabled people to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee must occasionally lift and/or move up to 10 pounds, is occasionally required to stand and walk, and is occasionally exposed to wet and/or humid conditions and outside weather conditions.

The noise level in the work environment is usually moderate.

RELOCATION:

Asia Society Texas Center does not provide compensation for interview travel or relocation expenses.

HOW TO APPLY:

Please email your cover letter and resume to: HRDept@asiasociety.org. Indicate job title in the subject line.

Incomplete applications will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.

Asia Society Texas Center (ASTC) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex, or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. ASTC’s management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas.