



Position: Grants Manager
Reports to: Vice President of Development
Date Posted: May 9, 2017

About the Country Music Hall of Fame® and Museum

The Country Music Hall of Fame and Museum is a nonprofit educational organization that preserves, interprets, and teaches the evolving history and traditions of country music. It is a national history museum and an international arts organization accredited by the American Alliance of Museums, which recognizes excellence in museum operations and impact. In 2016, the Country Music Hall of Fame and Museum welcomed 1,170,786 annual visitors, placing it among the most-visited museums in America. For more information, visit countrymusicHalloffame.org.

Position Description

The Country Music Hall of Fame® and Museum seeks an experienced grants manager to lead and grow the Museum's development efforts with foundations, corporations, and government sources. The grants manager will be responsible for attaining an aggressive resource generation goal that includes diverse grant gifts to support the Museum's collections, exhibitions, educational programs, capital campaign, etc.

General Duties and Responsibilities

- Researches grant opportunities in support of Museum programs and services.
- Manages the Museum's grant calendar.
- Writes and produces all proposals, budgets, reports, and other ancillary materials for grant submission on the Museum's behalf, collaborating with Museum content experts—from curators and artists to librarians and educators—as necessary.
- Implements Logic Model program planning and evaluation and collaborates with program teams to identify outcomes—measurable changes in participants' knowledge, skills, behavior, beliefs, or life condition as a result of their interactions with the Museum.
- Serves as the lead administrator for all Museum grant awards, collaborating with Museum content experts to ensure accurate representation of programs and activities.
- Oversees the post-award compliance of grant contacts, meeting applicable funder deadlines and Museum stewardship expectations.
- Manages existing grants—from report writing to record maintenance—ensuring proposal conditions and expectations are met.



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- Collaborates with the Museum's finance department to manage grant income and expense.
- Oversees the Museum's online presence in funder portals, such as Giving Matters, GuideStar, and grants.gov.
- Renews charitable solicitation permits and ensures broad government compliance.

Qualifications

- Successful five-year history in grant writing (GPC or CFRE credential preferred)
- Proven track record of managing dozens of grants awards, totaling more than \$500,000 annually
- Excellent computer skills—Microsoft Office is a must, and Tessitura database skill is a plus
- Bachelor's degree from an accredited college or university
- Excellent written and oral communication skills
- Arts and cultural fundraising experience a plus
- Extra consideration given to candidates who have acquired and managed National Endowment for the Arts, National Endowment for the Humanities, and/or Institute of Museum and Library Services' awards as part of their portfolio

Additional Information:

The Country Music Foundation is drug free workplace and an Equal Opportunity employer that welcomes diversity and encourages all qualified applicants to apply for open positions. All offers of employment are subjected to and contingent upon the successful completion of background check and employment verification including E-verify processes.

To apply for this position, please send resume, cover letter, salary requirements, and 3 reference contacts to hresources@countrymusichalloffame.org. Do to the high volume of applications, only candidates who enter the interview process will receive communications from the Museum. **No phone calls please.**