

<b>JOB TITLE:</b>	#1137 Grants Manager
<b>OPEN TO:</b>	This job is open to all applicants.
<b>LOCATION:</b>	History Center
<b>SALARY:</b>	\$4,267.00 monthly minimum - \$6,179.00 monthly maximum. Salary commensurate with education and experience.
<b>STATUS &amp; HOURS:</b>	Full-time, regular (2,088 annual hours) position
<b>CLASSIFICATION:</b>	18K Supervisory-Professional
<b>HIRING MANAGER:</b>	Director, Historic Preservation, Field Services & Grants
<b>POSTING DATE:</b>	June 5, 2014
<b>DEADLINE DATE:</b>	Application materials received by June 26, 2014 will be considered first; position will remain open until filled.
<b>SUPPLEMENTAL FORMS:</b>	Not required for this position.

**DESCRIPTION:** The Minnesota Historical Society (MNHS) seeks applicants for a Grants Manager to manage all aspects of the Minnesota Historical Society’s external grants programs, including reviewing and awarding \$6 million in publicly funded grants annually and supervising a team of professional staff.

**RESPONSIBILITIES:** 1) lead, manage, and ensure the rigor, fairness, honesty, integrity, and consistency of the Historic Preservation department’s grant programs; 2) provide leadership to the Grants Office staff to achieve desired objectives; 3) serve as the Historic Preservation department’s primary point of contact for grant committees, peer reviewers, and Executive Council; and 4) participate in the department’s leadership team.

**MINIMUM QUALIFICATIONS:**

- Bachelor’s degree plus six years experience in grants administration OR an advanced degree plus five years experience in grants administration, with a degree preferred in business, public or nonprofit management, or a related field.
- Direct experience in grantmaking (i.e., the review and awarding of grants), including knowledge in public funding, philanthropy and the nonprofit, education, and government sectors.
- Demonstrated experience in developing, leading, and motivating a team of professional staff.
- Strong analytical skills, including familiarity and experience with reading, writing, understanding, negotiating, and enforcing contracts.
- Demonstrated experience in following budgets and exercising fiscal responsibility, including direct experience with digital or online grants management software (e.g., Fluxx) and financial management software (e.g., Munis).
- Highly developed skills in project and process management, operation, and organization, with particular emphasis on analyzing, streamlining, automating, and documenting processes.
- Strong customer service experience, with solid communication skills (written, verbal, and presentation).
- Demonstrated ability to communicate and collaborate across diverse disciplines, backgrounds, education, and interests.
- Direct experience with state and federal laws and regulations related to public funding, nonprofits, and grantmaking.
- Demonstrated ability to solve problems and to manage multiple priorities well and within deadlines.
- Valid driver’s license, willingness to travel, and ability to work evenings and occasionally weekends.

**DESIRABLE QUALIFICATIONS:**

- Advanced degree plus ten years experience in grants administration, with a degree preferred in business, public or nonprofit management, or related field.
- Five years of experience in a supervisory role.
- Knowledge of state and federal laws and regulations relating to history and historic preservation.
- Knowledge of Minnesota history and prehistory.

**TO APPLY:** Submit *MNHS Application for Employment*, (available at [www.mnhs.org/jobs](http://www.mnhs.org/jobs)), cover letter, resume, and if applicable, any supplemental forms. Application materials must be complete and received by the application deadline date in order to be considered by one of the methods below:

<b>Attn:</b> [Fill in Job Title] <b>Minnesota Historical Society</b> <b>345 Kellogg Boulevard West</b> <b>St. Paul, MN 55102-1906</b>	<b>Attn:</b> [Fill in Job Title] <b>Email:</b> humanresources@mnhs.org	<b>Attn:</b> [Fill in Job Title] <b>Fax:</b> 651-297-3343
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Incomplete application materials will be returned. If submitting materials for more than one position, you must provide *MNHS Application for Employment*, cover letter, and resume for each position. Applicants who are offered employment will be subject to passing a background check as a condition of employment. EEO

**Applications will be acknowledged**  
**- No phone calls please -**