



Job Posting: Grant and Development Manager

Title: Grant and Development Manager

Reports to: Vice President of Individual and Foundation Giving

The National WWI Museum and Memorial is America's leading institution dedicated to remembering, interpreting, and understanding the Great War and its enduring impact on the global community. We hold the most comprehensive collection of WWI objects and documents in the world and are the second-oldest public museum dedicated to preserving the objects, history, and experiences of the Great War.

Job Summary: The Grant and Development Manager plays a central role in advancing the National WWI Museum and Memorial's fundraising mission by building and sustaining a comprehensive grant and foundation program. Working collaboratively with development staff and department leaders across the organization, this position is responsible for identifying funding opportunities, crafting compelling grant proposals and stewardship reports, and ensuring rigorous compliance with all grant requirements and deadlines.

The ideal candidate is a gifted writer who understands that every proposal tells a story – one that must persuade, inspire, and earn the trust of sophisticated funders. Equal parts creative and analytical, this person brings excellent organizational skills and proficiency with CRM and grants management platforms to manage a robust and growing portfolio of local, regional, and national grants.

The incumbent is expected to embrace the Museum and Memorial's stated mission and core values and demonstrate support for them through professional interactions and the performance of all job duties.

This position is Monday through Friday, 8:30 am to 5:00 pm, with modifications for special Museum and Memorial events. This is a full-time, exempt position. Salary range \$51,000-64,000

Responsibilities:

Grant Management

- In collaboration with the Chief Development Officer and VP of Individual and Foundation Giving, write and submit persuasive, well-researched grant applications and stewardship reports to federal agencies, state agencies, private foundations, and corporate funders.
- Develop and maintain proposal templates, writing standards, and style guidelines that reflect the Museum and Memorial's voice and uphold high standards of readability, consistency, and persuasive clarity.
- Research and identify potential funding opportunities aligned with the Museum and Memorial's mission, strategic priorities, and program needs, presenting findings to development leadership and relevant department heads.
- Cultivate and steward relationships with program officers and key contacts at foundations and government agencies to strengthen the Museum and Memorial's credibility and long-term funding pipeline.
- Collaborate across departments – including Finance, Education, Curatorial, and Public Programs – to develop compelling narratives, detailed budgets, and strong supporting materials for each proposal.
- Interpret grant guidelines and compliance requirements for staff, senior leadership, and the CEO, ensuring all deadlines, deliverables, and funder expectations are met with precision.
- Lead quarterly cross-departmental meetings to introduce new grant opportunities, report on the status of active grants, and reinforce a culture of grant stewardship throughout the organization.
- Maintain a dynamic annual grant submission calendar, revenue and expense budget, and portfolio tracking system using provided tools to ensure nothing falls through the cracks.



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Fund Development Department Support

- Lend editorial support to Fund Development team by reviewing and refining appeals, donor communications, and publications to ensure consistency of voice, accuracy, and quality.
- Support donor cultivation events and the Museum and Memorial's annual gala, representing the development team with professionalism and warmth.
- Support development team members during periods of high volume, ensuring donors receive timely and accurate acknowledgement and stewardship.

Other Duties

- Contribute to annual and long-range development planning conversations to help maximize philanthropic support for the Museum and Memorial.
- Stay current on trends in grant writing, foundation giving, and nonprofit fundraising through professional development, peer networks, and sector publications.
- Performs other duties as assigned.

Education and Experience:

- Bachelor's degree required; a background in writing, communications, history, nonprofit management, or a related field is a plus.
- Demonstrated grant writing experience required, with a portfolio of funded proposals that reflects persuasive writing, clear storytelling, and strong attention to detail.
- Exceptional written communication skills – this role demands clarity, precision, and the ability to write with both authority and warmth for a variety of audiences and funders.
- Strong organizational skills with the ability to manage multiple deadlines, competing priorities, and a complex grant calendar.
- Experience with CRM and grants management tools; familiarity with Tessitura and/or Instrumentl is highly preferred.
- Prospect research experience desired; knowledge of regional, national and federal funding sources – or a demonstrated eagerness to build that knowledge quickly.
- Ability to work independently, exercise sound judgement, and collaborate effectively with colleagues at all levels of the organization, including senior leadership.
- Proficient in Microsoft Office applications; experience with database software preferred.
- Professional manner, positive disposition, and a genuine commitment to the Museum and Memorial's mission to remember, honor, and educate.

Work Environment: *This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. The Museum supports a hybrid work model; this position is eligible for a combination of on-site and remote work in accordance with departmental needs and Museum policy.*

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to communicate effectively with colleagues and stakeholders. This position is primarily sedentary in nature, requiring the*



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ability to work at a computer or desk for extended periods. The employee may occasionally need to move about the office, handle documents, and lift materials up to 15 pounds.

The National WWI Museum and Memorial is committed to providing reasonable accommodations for qualified individuals with disabilities. Applicants requiring accommodation during the application or interview process, or in performing the essential functions of this role, are encouraged to contact Human Resources.

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions.

The National WWI Museum and Memorial is an equal opportunity employer.

The National WWI Museum and Memorial is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. The Museum and Memorial strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, sexual orientation, familial status, marital status, or any other characteristic protected under applicable federal, state, or local law. All Museum and Memorial employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment. The Museum and Memorial complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Missouri Human Rights Act (MHRA), and all applicable state and local laws. Consistent with those requirements, the Museum and Memorial will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship. If you believe you need an accommodation, refer any such request to the Human Resources department. The Museum and Memorial also will, where appropriate, provide reasonable accommodations for an employee's religious beliefs or practices.

Application Instructions and/or Questions:

Please send your resume, three professional references, salary requirements and cover letter to:

Human Resources

National WWI Museum and Memorial

2 Memorial Drive

Kansas City, MO 64108

Email: human-resources@theworldwar.org

NO PHONE CALLS PLEASE.

Review of applications begins immediately and continues until the position is filled. By submitting your application, you authorize us to conduct reference checks and a review of available public information.

Employment is contingent upon background and reference checks that the Museum and Memorial determines is acceptable.