



Corporate and Foundation Relations Director

The Armenian American Museum and Cultural Center of California is seeking a Corporate and Foundation Relations Director who will research, identify, cultivate, and develop funding sources to support the Capital Campaign for the construction of the museum; develop, write, and submit grant proposals; manage relationships with grant makers; and produce progress reports on grants received through corporations and foundations.

The Corporate and Foundation Relations Director position offers the opportunity for a qualified professional to join the museum team at an exciting time in the project's development. The landmark center commenced construction in Summer 2021 and the grand opening is currently scheduled for Summer 2024. The Corporate and Foundation Relations Director will make significant contributions to the fundraising necessary to complete construction and open the new cultural and educational destination in the heart of Southern California.

The Corporate and Foundation Relations Director will report to the Executive Director and collaborate with the senior leadership of the organization in the execution of duties.

Background:

The Armenian American Museum will be a landmark cultural campus that enriches the community, educates the public on the Armenian American story, and empowers individuals to embrace cultural diversity and speak out against prejudice.

The museum will be an inclusive center that welcomes broad and diverse audiences to learn about the Armenian American community and learn about each other by building cross-cultural connections. The museum's Permanent Exhibition will be dedicated to the Armenian American experience and the museum's Temporary Exhibitions Gallery will host a series of exhibitions throughout the year that will feature diverse cultures and subject matters. The museum will also feature an Auditorium, Learning Center, Demonstration Kitchen, and Archives Center that provide a wide range of public programming opportunities to patrons.

The City of Glendale, home to one of the largest Armenian Diaspora communities, has dedicated a premier location for the historic project in the museum campus at Glendale Central Park. The museum will be adjacent to major attractions including The Americana at Brand, Museum of Neon Art (MONA), and Downtown Central Library.

Duties & Responsibilities:

- Research and identify new government, corporate, foundation and private funding prospects.
- Generate revenue for museum construction through timely submission of well researched, well written, and well documented letters of inquiry, concept papers, and grant proposals.
- Develop high-quality proposals, narratives, applications, and supporting documents consistent with the requirements and guidelines of funding agencies.
- Coordinate with museum leadership to create budgets to accompany proposals.
- Develop and maintain files and a grant funding calendar.



- Serve as a liaison to all funding agencies and organizations.
- Coordinate and follow up on the progress of submitted proposals.
- Manage activities for prospective and current funding organizations including site visits and prospect/cultivation/stewardship meetings.
- Provide comprehensive reports to museum leadership on potential grant funding opportunities.
- Comply with all grant reporting as required by funders and provides excellent stewardship.
- Inform Executive Director on the progress of all grants and issues that may arise with each grant.
- Remain up to date on current issues related to grant proposals.

Qualifications & Skills:

- Three (3) or more years of grant writing experience.
- Knowledge of grant application process, scoring criteria, and funding cycles.
- Grant budget development and management experience.
- Proven record of securing major grants with certifiable references.
- Ability to distinguish and identify opportunities for grant funding.
- Excellent writing and verbal communication and presentation skills.
- Highly organized with the ability to implement systems and follow-up processes.
- Proficiency in research and interpreting and analyzing diverse data.
- Excellent computer skills.
- Motivated self-starter who can succeed with minimal supervision and possesses the ability to work both collaboratively and independently.

Education & Experience:

- Bachelor's Degree required.
- Three (3) or more years of grant writing experience specific to museum or cultural organizations.
- Existing relationships with local government, corporate, and foundation funders.
- Familiarity with the Armenian American community.

Employment Type:

Full-Time Position

Salary:

Salary Commensurate with Qualifications and Experience

How to Apply:

Candidates must submit a cover letter, resume, and writing sample(s) electronically via email to jobs@armenianamericanmuseum.org with the subject line of *Corporate and Foundation Relations Director*.