

The Indianapolis Museum of Art is seeking a Foundation Relations Coordinator

The ideal candidate will assist the Foundation Relations Manager in the cultivation and maintenance of foundation support. This person is responsible for prospect research; coordination and stewardship of current grantors; pursuit of new prospects; development and preparation of grant proposals; and associated correspondence. The ideal candidate must have excellent communication, written and organizational skills in addition to entrepreneurial and creative thinking. The candidate must be able to meet strict deadlines. Essential job functions include: research funding opportunities, steward existing foundation and government granting agency funders, prepare and submit applications for general operating and some project specific grants, prepare and submit reports for general operating and some project specific grants. May occasionally be asked to train and supervise temporary or seasonal staff, perform computer operations, e.g., list maintenance, updating donor records, address corrections, giving history, appeal status reports, prospect data entry, letter merges, RSVP lists. This individual also works with Development Researcher to prepare donor profiles and call reports for the Foundation Relations Manager, Director of Development, and the Director/CEO. A Bachelor's degree is required; minimum 2 years prior experience in not-for-profit preferred. Preferred candidate will also have experience in client relations, fundraising, and grants area.