

## POSITION DESCRIPTION

<b><u>Position Title:</u></b>	Development and Grants Manager
<b><u>Department:</u></b>	Executive Office
<b><u>Direct Report:</u></b>	Chief Executive Officer and Strategic Development Consultant

### **About The Africa Center**

The Africa Center ([theafricacenter.org](http://theafricacenter.org)) is the first institution of its kind – uniquely focused on a multidisciplinary approach to contemporary Africa and the continent’s Diaspora. With a mission encompassing policy, business and culture, The Africa Center is committed to an integrated approach for understanding all aspects of Africa, including transforming narratives about the continent.

TAC opened its first space and commenced programming in January 2019 with a slate of programming featuring contemporary African and African American artists, including a site-specific art installation by Nigerian American artist Victor Ekpuk; HearWord!, a Nigerian feminist play about power and pain; a book launch by Ghanaian author and former New Yorker Ayesha Haruna Attah; and Portals, an interactive installation that allows visitors to interact in real time with locations in Africa. Many other programs will follow, including activating our outdoor plaza this summer.

The Center's first year of programming is being used as an opportunity to experiment and test cultural programming, including the intersections with policy and business, with the range of audiences that The Africa Center targets.

The next space to open will be an additional 6000 square foot gallery and multipurpose theater space. Construction on Floors 1, 2 and the Atrium is also expected to advance.

To learn more please visit [www.theafricacenter.org](http://www.theafricacenter.org) and engage with our social media @theafricacenter on Instagram, Facebook and Twitter.

### **I. Job Overview:**

*The Africa Center* seeks an experienced *Development and Grants Manager* to write and coordinate foundation, corporate, and government grant applications, reporting and overall grants management. He/She will report to the CEO and the lead strategic fundraising person and work closely with other staff in the program and finance departments.

### **II. Duties:**

1. Conduct institutional and individual prospect research based upon programmatic and operational funding needs.

2. Develop compelling proposals and grant applications that tell the Center's story in ways that align closely with funder priorities.
3. Draft pitch presentations, briefs, and develop materials to engage donors and prepare materials for *The Africa Center's* CEO and Board for donor interactions.
4. Draft reports and handle other aspects of donor reporting, including direct contact with relevant contacts at foundations and other grant giving institutions.
5. Support the stewarding of donor relationships, i.e. ensure responsive and prompt donor communication, acknowledgement and follow up by securing and featuring logos, updating credit lines, writing prompt thank you letters and reports.
6. Maintain records for prospect management and gift recording.
7. Organize and attend prospecting site visits, tours, and presentations.
8. Work with accounting and programs staff to manage the institutional giving budget.
9. Attend evening and weekend events as needed.

### **III. Qualifications:**

1. Bachelor's degree required. Advance degree is a plus.
2. 3-5 years of grant writing and grants management experience necessary.
3. Experience working with African corporate or nonprofit institutions, strongly preferred.
4. Experience in cultural and/or policy organizations, preferred.

### **IV. Key Skills and Capabilities**

1. Excellent Superb oral and written communications skills required.
2. Strong analytical, organization and communication skills a must.
3. Database experience is necessary.
4. Deep interest and commitment to *The Africa Center's* mission is a must.
5. Collaborative and a team player
6. Attention to detail but also the ability to see the implications for the bigger picture.
7. Organization, time management, prioritizing and the ability to handle a complex, varied workload.

### **V. Professional Commitment:**

*The Africa Center* provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

### **VI. Salary and Benefits:**

Salary is commensurate with experience and qualifications. *The Africa Center* offers a competitive benefits package including health insurance, vacation and paid time off, and other benefits.

## **VII. How to Apply:**

E-mail your application to [careers@theafricacenter.org](mailto:careers@theafricacenter.org) with the subject line: “Development and Grants Manager”. Applications should include a resume and a cover letter. Incomplete applications will not be considered. No phone calls, please. Only those candidates considered for an interview will be contacted. Please consider your application received unless it is bounced back.