

## POSITION DESCRIPTION

<b><u>Position Title:</u></b>	Development and Grants Manager
<b><u>Division:</u></b>	Development
<b><u>Department:</u></b>	Executive Office
<b><u>Direct Report:</u></b>	Chief Operating and Financial Officer

### **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 artists from across the African Diaspora. To date, the Center has rolled out 43 programs and 4 exhibitions which have reached over 20,000 people. Highlights over the last year have included, a site-specific art installation by Nigerian American artist Victor Ekpuk; book launches with writers from Ghana, Zambia, Ethiopia and Nigeria; film screenings in partnership with the African Film Festival; *Salon Africana* at The Africa Center in partnership with Ugandan-Rwandan jazz artist Somi and our children’s reading series that included ‘Storytime with Lupita Nyong’o’ and her new book *Sulwe*; and Portals, an interactive installation that allows visitors to interact in real time with locations in Africa. The Center also activated its outdoor space this summer with an installation of the sculpture *All Power to all People* by Hank Willis Thomas.

The next space to open will be an additional 6,000 square foot gallery and multipurpose theater space, whose first exhibition will feature the influence of African cuisine on American cuisine, in partnership with the Museum of Food and Drink. Construction on Floors 1, 2 and the Atrium is also expected to advance in 2020.

The Africa Center is amidst a capital campaign to complete its new venue at One Museum Mile at the corner of 5<sup>th</sup> Avenue and 110<sup>th</sup> Street in Harlem. The Center has been successful in raising 7-8 figure grants, from donors including Aliko Dangote Foundation, Bill and Melinda Gates, GE Foundation, Mo Ibrahim Foundation, and NYDCA, among others. The Center now seeks to hire its first full time Development Manager and Grants Writer to help expand its fundraising outreach to include programmatic and operational support, in addition to the capital campaign.

To learn more please visit [www.theafricacenter.org](http://www.theafricacenter.org) and engage with our social media at 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 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.

## **VI. 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.

## **VII. 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.

## **VIII. 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.