

We're Hiring: Full-time Grants and Development Manager



The Experimental Station fosters a dynamic ecology of innovative educational and cultural programs, small businesses, and community initiatives. Since 2006, we have addressed local needs by building our own programming and fostering, hosting, and sponsoring many other initiatives. Current programs include Blackstone Bicycle Works, Link Up Illinois, 61st Street Farmers Market, small business incubation, and public arts and cultural events. **We are currently seeking a Grants and Development Manager who will be central to strengthening financial capacity to advance the mission of Experimental Station.**

As the Grants and Development Manager, you will be:

An effective communicator

- An excellent writer for competitive grants and proposals
- Collaborating with program managers, executive director, board, and other staff to craft fundraising and reporting materials

and a detailed organizer

- Maintaining donor records and grants calendar
- Managing grants through their entire life cycle, from prospecting, to collecting data, to reporting
- Supporting our Engagement Committee activities and fundraising events

Preferred skills and experience:

Strong candidates will have experience in grant writing. Experience with database platforms or customer management software is a big plus, but training is also available. Experimental Station currently uses Google Suite and Salesforce for donor management. Strong writing skills are required.

This is a full-time, staff role with an annual salary of \$50-55k, based on experience. It comes with 50% employer contributed health and dental insurance, and with paid time off.

We welcome people with a wide range of skills and experience to apply. **For the full job description and to apply, visit**

https://docs.google.com/forms/d/e/1FAIpQLSfwXZIB0jjJXEoO_t7HxE5OTuNOxEfaaZjW353QadSvDfPMiw/viewform?usp=pp_url

Applications are due by 9/24/21 at 11:59pm.

It is the policy of Experimental Station to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.