

**KidsQuest Children's Museum  
Institutional Giving Manager**

**Reports to: Director of Advancement**

The Institutional Giving Manager will focus on grant writing, grant reporting, and proposal preparation for operating and capital support for Corporations, Foundations, and Government Funders. This role is also responsible for procuring fundraising event in-kind donations, event preparation support, and supporting the development department and organization in furthering its mission and meeting the overall contributed income goals of the organization.

Specific responsibilities:

- Research funding opportunities from foundations, corporations, and government entities.
- Work collaboratively across all departments (education, programming, finance).
- Draft grant narratives and LOIs.
- Prepare all necessary requirements for proposals.
- Submit grant proposals and grant reports.
- Manage grants calendar.
- Help manage and process all in-kind donations.
- Procure in-kind gifts for the annual gala, Carnival.
- Provide event assistance and preparation support for all development events, and programming events as needed.
- Attend professional development events to remain informed on fundraising trends.
- Answer patron inquires via phone or in-person.
- Perform other development and marketing duties as needed to support the department.

Please contact Shelley Saunders [shelley@kidsquestmuseum.org](mailto:shelley@kidsquestmuseum.org).