



904 South Main Street
Gainesville, FL 32601
352.371.8001
cademuseum.org

Grants Manager

The Cade Museum for Creativity & Invention (Cade Museum) a non-profit 501(c)3 located in Gainesville, Florida is seeking to hire an experienced Grants Manager for our Development Team. This position is a multifaceted role requiring great attention to detail along with strong organizational and communication skills. The successful candidate will be an adaptable, energetic, focused, and detail-oriented team player. This is a full-time position in a growing, entrepreneurial environment. We are not able to offer health benefits. Salary is commensurate with experience. There is a three-month probationary period for all new hires. This position will report directly to the CFO.

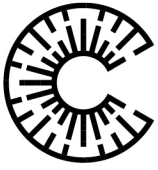
This position offers a wide range of opportunities to contribute to the Cade's mission and goals including data management, assisting in donor stewardship efforts, and preparing reports in addition to daily administrative duties. The Grants Manager is primarily responsible for managing grants, and providing administrative support for the Development Team.

General Responsibilities

- Research and identify potential funding sources including foundations, government agencies and corporations.
- Prepare grant proposals, applications, and reports ensuring compliance with all grant requirements and deadlines.
- Manage the grant application and reporting calendar to track submissions and reporting deadlines.
- Collaborate with Cade staff to actively gather information and data required for grant applications and reports.
- Monitor and report on grant expenditures ensuring proper allocation of funds and adherence to grant budgets.
- Work closely with Finance to ensure proper administration of grants.
- Maintain accurate records of all grant-related documentation.
- Data management: Collect and maintain accurate data related to donors, supporters, and users of the data. Utilize database software to input, update and retrieve information to be used in donor engagement.
- Administrative Duties: Provide administrative support to the Development Team and other departments as required. Manage calendars, schedule meetings, and coordinate appointments. Assist in document preparation, filing and record-keeping.
- Report Preparation: Generate regular and requested reports on donor contributions, campaign progress, and program outcomes. Ensure data accuracy and integrity in all reports and presentations.
- Perform other duties as necessary or assigned

Qualifications

- Bachelor's degree in related field is preferred.
- Proven success in grant writing, grant management, and fundraising.
- Excellent written and verbal communication skills.
- Strong project management and organizational abilities.
- Proficiency in database and data management software, including willingness to learn ALTRU
- Knowledge of nonprofit regulations and compliance.
- Able to pass a level 2 background check.



CADE
museum
for creativity & invention

How to Apply

Please submit a cover letter and resume to info@cademuseum.org with the subject line - **Grants Manager Application**.

904 South Main Street
Gainesville, FL 32601
352.371.8001
cademuseum.org

**Spark wonder.
Invent possible**

Transforming communities by inspiring and equipping
future inventors, entrepreneurs and visionaries.