



JOB POSTING

Position Title: Grant Administrator
Department/Division: Advancement

Reports To: Vice President, Advancement
Status: Full-time, non-exempt

Overview:

The Buffalo Society of Natural Sciences, which comprises the Buffalo Museum of Science and Tifft Nature Preserve, is a highly valued and historic organization in the Buffalo community dedicated to inspiring joyful exploration of science and nature through engaging experiences, unique resources, and exceptional staff. We believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages.

Summary of Position:

The Grant Administrator is responsible for managing grant activities at the Buffalo Museum of Science and Tifft Nature Preserve. This includes preparing proposals and funding requests, grant administration and management, and compliance, reimbursement, and close out requirements. This position also works with project team leads to manage budgets for capital projects. This position requires a high level of attention to detail, excellent project management skills, and existing familiarity with public sector funding requirements, especially in New York State.

The Buffalo Museum of Science and Tifft Nature Preserve are at an exciting moment of growth. Three capital projects are nearing completion, including a new Accessible Trail at Tifft and the historic restoration of the Museum's front steps alongside a brand-new exhibit entitled "Science Stadium". We are embarking on master planning with the ambition to begin a capital campaign and major renovations coinciding with the 100th anniversary of the Museum's construction in 2029.

Essential Responsibilities:

- Manage the full lifecycle of grants from pre-award through closeout, including application tracking, award acceptance, compliance, reporting, and reimbursement
- Serve as the primary point of contact for grant documentation, deadlines, and funder requirements
- Draft grant narratives in collaboration with the Vice President of Advancement, Director of Development, and Development and Membership Associate to ensure alignment with institutional priorities and funder requirements
- Serve as the project lead for public sector funding, including annual operational funding from Erie County and New York State as well as special project and capital funding
- Work across departments to gather information and data to support grant proposals and grant reporting and closeout requirements
- Participate in capital project planning and coordination meetings, working closely with the project team lead to ensure adherence to approved budgets and grant compliance requirements
- Work closely with the finance team to ensure accurate allocation of grant funds
- Ensure accurate tracking and reporting of funding activity
- Maintain current government contact information within the CRM database
- Work collaboratively with the Development and Membership Associate and across the advancement team to ensure consistent communication on project budgets and funding

- Coordinate all aspects of grant submission, ensuring required internal reviews and approvals are obtained in advance of funder deadlines
- Provide excellent customer service, anticipating and exceeding the needs of funders, as well as all other internal and external donors and customers
- Assist with other development tasks as needed, such as meeting prep, event support, and other department projects
- Additional duties as assigned

Education, Experience, Skills, and Qualities Required:

- Bachelor’s degree
- 3-5 years of experience in grant writing and management, with experience in public sector funding required
- Proven success in securing and managing public sector funds, especially with New York State agencies. Specific familiarity with ESD, DASNY, and OPRHP a plus
- Familiarity with public sector funding compliance requirements
- Excellent attention to detail and strong interpersonal, oral, and written communication skills
- Strong project management skills
- Comfort navigating budgets and financial statements
- Familiarity with government online application systems, including county, state, and federal government application conventions
- Proficiency in CRM databases preferred; familiarity with Blackbaud products, specifically Altru, a plus.
- Must have excellent customer service skills and demonstrate impeccable professionalism and discretion
- Desire to work in a fast-paced setting and produce experiences and products of the highest quality

Physical Demands:

- Sitting for long periods of time at a work desk/computer on a daily basis
- Position will require periodic evening and weekend work

To Apply:

The base rate for this role is \$27 per hour (37.5 hours per week), with additional consideration given for relevant experience and qualifications. Interested candidates should send cover letter and resume to Carolyn Hajek at chajek@sciencebuff.org.

Equal Opportunity Employer:

The Buffalo Society of Natural Sciences is an equal opportunity employer, and strongly encourages expressions of interest from people of color, individuals living with disabilities, women, and the LGBTQ+ community. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, color, creed, religion, sex, age, national origin, citizenship, sexual orientation, marital status, or any other classification protected by federal, state, or local law.

Benefits:

Full-time employees enjoy a generous benefits package, including accrual of 14 paid time off (PTO) days for those with under two years of service, 8 paid holidays, and 5 additional floating holidays. The Buffalo Society of Natural Sciences is also pleased to offer life insurance, employer-supported health care insurance, vision and dental coverage, and a 401(k) plan with a matching contribution. Additional perks include a free museum membership and a 50% discount on programs.