Grants Specialist
Job Description

About Historic Huguenot Street
Located in New York State’s historic Hudson Valley near the beautiful Shawangunk Ridge, Historic Huguenot Street (HHS) features the most significant, intact architectural concentration of late seventeenth- and early eighteenth-century stone houses in the United States. At our ten-acre National Historic Landmark District, visitors experience over three-hundred years of history through the lens of a French Huguenot community as it evolved over time.

Summary
The Grants Specialist is responsible for researching funding opportunities, writing grants, stewarding relationships with grant sources, tracking expenses, and all other aspects of grants management. He or she also helps coordinate development events, and assists the Executive Director and Development Department in managing other administrative aspects of the overall fundraising program for Historic Huguenot Street.

Performance is measured by steady increases in grant income. The Grants Specialist reports to the Executive Director.

Grants Management (85%)
- Manage all aspects of the grants program, closely collaborating with other staff members to develop the best proposals to strengthen curatorial and preservation, programming, and organizational capacity.
- Collaborate with other staff members to write, edit, finalize, and submit grant applications and reports.
- Track grant expenses and provide reports to funders as required.
- Proactively manage grant budgets and evaluation efforts to strengthen future proposals.
- Proactively research and maintain a comprehensive spreadsheet of funding priorities along with a list of prospective funders at the local, state, national, and federal levels.
- Develop and carry out an annual grants plan as part of the overall development plan.
- Maintain a comprehensive filing system to track ongoing relationships with all funders. Submit annual 990 to New York State, Guidestar, and other regulatory bodies that can affect grant submissions.
- Attend funder events as appropriate.

Events Management (10%)
• Work with the Executive Director and Development Department to help ensure the success of fundraising/development events.

Other (5%)
• Other duties as needed.

Qualifications
• A Bachelor’s degree required with English or History preferred
• At least one year of experience in nonprofit grant writing (preferably for museums or other cultural institutions) required with 2-3 years preferred
• Knowledge and passion for history, especially American, Colonial, and local history
• Excellent communication and writing skills
• A warm, friendly, and outgoing personality
• Ability to work collaboratively on creative projects
• Willing to work some nights and weekends as needed
• Must be able to walk the length of the site, climb stairs, set up chairs and tables for events, have motor vehicle transportation, and a valid New York State driver’s license

SALARY, HOURS, and BENEFITS:
Pay is commensurate with experience ($37,000-$42,000/year). This is a full-time non-exempt (hourly) position that reports to the Executive Director. Hours are 9am-5pm, Monday – Friday with occasional evening/weekend hours for special events and deadlines. Health insurance and other fringe benefits available.

Application:
Interested candidates are required to submit a resume, cover letter, list of professional references, and at least three (3) writing samples. Please submit the aforementioned documents via email to:

Caitlin Cummings
Business Manager
caitlin@huguenotstreet.org
88 Huguenot Street
New Paltz, NY 12561