MUSEO DE ARTE DE PONCE

SEEKS A

GRANTS, GIFTS AND COMPLIANCE OFFICER

ABOUT THE MUSEO DE ARTE DE PONCE
Through access to art-based experiences, the Museo de Arte de Ponce pursues to promote discovery, stimulate curiosity, and foster dialogue to enhance the life of its community. It was founded by Luis A. Ferré (1904-2003), a Puerto Rican philanthropist, industrialist and governor of Puerto Rico, who started buying works of art for the Museum by first establishing The Luis A. Ferré Foundation, in 1957.

The Museum opened its doors to the public on January 3, 1959, in a colonial house in Ponce, Puerto Rico. In 1965, the building that is home today to the Museum was designed by the renowned architect Edward Durrell Stone. An Annex Building was added in 2010 to expand its facilities and services to the community. The collection of the Museum consists of approximately 4,500 works of art and is renowned for its great examples of Baroque, Pre-Raphaelite and Victorian paintings as well as Puerto Rican and Latin American art.

Accredited by the American Alliance of Museums since 1987, the Museo de Arte de Ponce has become an essential institution for the educational development and social transformation of our communities.

POSITION SUMMARY
The Grants, Gifts and Compliance Officer identifies and requests grants and gifts to support museum operational and institutional priorities. Manages the cultivation and solicitation of grants and gifts to funding opportunities from foundations, state and federal government, corporations and individuals. Works with museum departments to coordinate deadlines, projects requirements, appropriate acknowledgment of funding, and compliance reports. Supports the overall fundraising efforts of Museo de Arte de Ponce. In particular, supports the Events and Sustainability Manager to establish solicitation strategies for the museum’s Annual Gala and other major activities sponsorship goals, and Sustainability Coordinator to plan and execute solicitation from individual and corporate members throughout Puerto Rico and the United States. The position will also support the creation of an Annual Funding Program to develop a funding and sponsorship plan for exhibitions of Museo de Arte de Ponce. Responsible to work with Finance and other museum stakeholders to submit timely and accurate grant financial reports (interim and final reports). The scope of work responsibilities will be in San Juan with a weekly travel to Ponce.

COMPENSATION AND BENEFITS
The Grants, Gifts and Compliance Officer is a full-time, exempt position, with a salary range of $40,000 to $50,000 annually. The specific compensation offered to a candidate may be dependent on a variety of factors, including, but not limited to the candidate’s experience, education, special licensing or qualifications.

BENEFITS
Benefits offerings may differ based on employee status:
- Medical, dental, vision, prescription, and organ transplant insurance.
- Paid time off, including: 15 days of vacation, 12 sick days, birthday day off, funeral leave and 17 museum holidays.
- Short term disability insurance.
- Christmas bonus.
- 10% discount for staff in Museum Shop.
- Free parking space.
- Other benefits may apply.

PRIMARY FUNCTIONS AND RESPONSIBILITIES
- Research, profile, establish and maintain contact with appropriate grants and gifts opportunities.
- Prepare, write, submit and track proposals and grant applications in coordination with museum staff.
• Maintain history and update data on each funding prospect or organization.
• Log progress data, correspondence and acknowledgments.
• Prepare reports tracking progress of proposals for both public and private sources.
• Coordinate, prepare and oversee compliance reports on grants and gifts.
• Support the Events and Sustainability Manager to establish solicitation strategies for the museum’s Annual Gala and other major activities sponsorship goals.
• Support Sustainability Coordinator in the planning and execution of corporate membership program.
• Attend in-person meetings and in-site visits with funding prospects, including the preparation of fundraising materials of the museum, and overall logistics and coordination.
• Writes fundraising materials for the museum and its different departments.
• Aide on managing calendar invites, creating power point presentations, managing lists, drafting letters and emails.
• Prepare purchase orders and follow up with suppliers.
• Prepare draft presentations for the Luis A. Ferré Foundation’s board of trustees and board committees.
• Cultivate relationships with donors by email, phone call or in person meetings in coordination with the Director of Operations and Sustainability.
• Follow-up pending payments and/or donations to the Museum.
• Aide in the implementation of individual and corporate fundraising strategies for cultivation and solicitation of current and potential donors.

**KNOWLEDGE, SKILLS AND ABILITIES**

• Ability to work as part of a team and independently, attention to detail and remaining calm under pressure in a fast-paced work environment.
• Flexibility and adaptability to respond to shifting priorities as tasked.
• An appreciation for the arts and enthusiasm for furthering the mission of the Museum.
• Computer skills (Microsoft – Word, Excel and Power Point) and accounting modules.
• Excellent writing and communication skills, both in English and Spanish.
• Must demonstrate a high level of speaking, organization and public relations skills.
• Effective communication, presentation, and problem-solving skills.
• Highly organized with the ability to implement systems and follow up process.
• Possess vision, patience, perseverance, tact and diplomacy.
• Professional with excellent work ethic.
• Proficient in research, interpreting and analyzing diverse data and written information.
• Ability to identify funding for special programs.

**REQUIREMENTS**

Bachelor’s degree in business administration, accounting, communications, humanities, art or related field. Three (3) years of experience in fundraising, membership program, client relationship management or related fields. Willingness to work on evenings and weekends when necessary.

**APPLICATION PROCEDURE**

Applications will be accepted only electronically. Please submit a cover letter and CV. Documentation should be saved as a single document and sent to: careers@museoarteponce.org Only qualified candidates will be interviewed. Please reference Assistant Curator position opening.  EEO EMPLOYER