

San Antonio African American Community Archive and Museum (SAAACAM)

Volunteer Roles and Capacities

2019-2020

Position: Grants Manager

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| Reports To: Stewardship/Membership Committee Chair | Committee Assignment: Stewardship/Membership Committee | Type of Interaction: In-Person |
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| Est Time Commitment: 5 hours/week | Term Limit: 1 year, renewable | Number of Openings: 1 |
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Position Description

An essential part of SAAACAM's Stewardship/Membership Committee team, the Grants Manager is responsible for co-developing a wide-range of plans for SAAACAM grants and gifts research, analysis, development and leadership. The Grants Manager will provide key insight into Maxi-Maxi Strategy opportunities for SAAACAM with regard to possible grants, gifts, development activities and fundraising.

Deliverables

- Co-develop a robust grants annotated listing, gifts catalog within the first month in office,
- Co-create and direct project documentation, to include timelines, volunteer capacity and outreach plans co-developed within the first month in office,
- Ongoing evaluation of plans and programs to ensure circumspect accountability and success.

Prerequisites

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| Education and Training: NA | Credential(s): NA | Key Competencies: Grants management and/or coordination experience, customer-service oriented, culture agent, strategic planning background. |
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To Apply

- Email a one-page cover letter on personal letterhead to admin@saaacam.org.

The cover letter should contain the following: (1) introduction of yourself, (2) mention the position that you are interested in serving in, (3) explanation of your experience, suitable skill set(s) and/or educational and professional background that match the position's description, (4) your contact information for follow-up/next steps.

Suspense

All applications are due Thursday, 28 February, 2019 by 5PM.

Point of Contact

Ms. Janine Richards, Stewardship/Membership Committee Chair at admin@saaacam.org.