



Jamestown-Yorktown Foundation

Employment Opportunity

Grants and Communications Specialist (*Part-Time*)

We have an exciting opportunity here at the Jamestown-Yorktown Foundation! We are seeking a talented Grants and Communications Specialist to work cooperatively as part of our Development team. This position will write and submit proposals to foundations, corporations, and government partners; and will write and coordinate grantor and funder reports. This role also maintains a calendar of proposal and reporting deadlines; collaborates in communications efforts for the Development office and contributes to the agency-wide quarterly magazine, "Inside JYF." Provides writing and editing support and assists with other Development activities as needed.

What are the qualifications for this position?

- Proven experience in grant writing, proposal writing, or other persuasive writing.
- Experience in grant monitoring, reporting, and compliance.
- Superior written and verbal communications skills.
- Proficiency with Microsoft Word, Excel, Power Point and Internet research. Experience with Raiser's Edge NXT or other comparable fundraising database.
- Ability to work independently and exercise independent judgement; make sound decisions; take initiative.
- Must be able to process and secure confidential information related to donors and donor prospects.

Experience in educational, arts, or museum-related field preferred

What are the salary and benefits?

The salary for this position is **\$20.00** per hour.

Other benefits include:

- Complimentary admissions to reciprocal museums.
- American Alliance of Museums Membership.

How do I apply?

Please submit an application either online at <https://virginiajobs.peopleadmin.com/> or by contacting Human Resources at hr@jyf.virginia.gov for additional application options. Applicants only will be screened based on what is presented in the Commonwealth of Virginia employment application and related documents. We are committed to providing equal employment opportunities for all persons and applicants, without regard to age, color, disability, gender, national origin, political affiliation, genetic information, race, religion, sexual orientation, sex (including pregnancy) or veteran status. JYF encourages and invites minorities, women, individuals with disabilities and veterans to apply. We also consider all qualified applicants regardless of criminal histories, in a manner consistent with legal requirements. JYF complies with Executive Directive #18 - Ensuring a Safe Workplace.

What is the Jamestown-Yorktown Foundation?

As an agency of the Commonwealth of Virginia, the Jamestown-Yorktown Foundation is an educational institution that provides through its two history museums an awareness and understanding of the early history, settlement, and development of the United States through the convergence of American Indian, European, and African cultures.

What are the career advancement opportunities?

This position has the opportunity for promotional movement within the Foundation and other agencies within the Commonwealth of Virginia.

We believe that long-term career growth is a key aspect of job satisfaction!

- Café discounts.
- Professional development opportunities.
- Opportunities to work in multiple departments through our Workforce Maximization program.