DALLAS HOLOCAUST AND HUMAN RIGHTS MUSEUM

Grant Writer

Department: Advancement
Reports To: Director of Institutional Giving
FLSA Status: Exempt

Summary

The Dallas Holocaust and Human Rights Museum seeks an experienced Grant Writer to develop and implement grant writing efforts to achieve departmental fundraising goals. This role will develop clear, concise, compelling proposals and reports that support the Museum's programs, campaigns, and fundraising initiatives.

Job Duties

- Assist with a portfolio of foundation donors to ensure donor retention, solicitation, revenue growth, and ongoing engagement.
- Research, identify, and evaluate new grant prospects, including funding priorities, deadlines, and submission requirements.
- Develop compelling, tailored grant proposals, sponsorship packages, budgets, and supporting materials to meet annual and multi-year fundraising objectives.
- Coordinate and participate in meetings, site visits, presentations, calls, and other communications with current and prospective funders.
- Collaborate across departments and coordinate teams to gather accurate program information, develop proposals, manage funded projects, and ensure compliance with funding requirements.
- Oversee fulfillment of grant obligations, ensuring timely reporting, acknowledgments, and stewardship communications.
- Coordinate funder benefits such as recognition, ticketing, receptions, and other engagement needs.
- Partner with the Director of Institutional Giving and Chief Advancement and External Affairs Officer to develop annual fundraising strategies, work plans, and revenue goals.
- Maintain organized, accurate, timely, and comprehensive records of constituent interactions, proposals, grant activity (deadlines, submissions, and results), within the CRM database.
- Perform additional duties as needed to support departmental and organizational goals.

Key Requirements

- Bachelor's degree or equivalent combination of education and experience
- Three to five years of grant writing or related professional fundraising experience
- Demonstrated success managing the full grant lifecycle, including prospect research, cultivation, proposal development, submission, reporting, and stewardship
- Exceptional writing, editing, and grammatical skills with the ability to adapt tone and style for different audiences
- Strong interpersonal and communication skills
- Self-starter, resourceful, driven, and motivated
- Excellent project management, organizational, and time-management skills, with the ability to manage multiple deadlines and priorities simultaneously
- Knowledge of fundraising best practices and trends in foundation and government philanthropy
- Ability to learn and present appropriate historical and educational terms and concepts.
- Proficiency with donor databases (preferably Patron Manager), CRM systems, and Microsoft Office applications

Work environment

- Some evening and weekend work is expected to support programs, events, and community engagement efforts.
- Hybrid work environment.

Competencies

1. Judgment/Decision Making
2. Communication – Oral and Written
3. Organization/Planning
4. Business Literacy
5. Customer Focus
6. Integrity
7. Initiative
8. Collaboration/Teamwork

Dallas Holocaust and Human Rights Museum Core Values

Respect: We treat everyone with dignity and respect.

Empathy: We understand that people have varied experiences of struggle and triumph and we treat everyone with compassion.

Inclusivity: We value people's differences and strive to make the Museum accessible to all.

Excellence: We work to perform at the highest possible level in everything we do.
Integrity: We act ethically and transparently.
Courage: We are Upstanders.

The Dallas Holocaust and Human Rights Museum is an equal opportunity employer. We value and strongly encourage a diverse environment.

Applicants, please send cover letter referencing the job title and resume to resume@dhhrm.org