



GRANTS MANAGER  
Part-time

**Position Announcement:** March, 2023

**Interviewing/Hiring:** April, 2023 until filled

**Position Begins:** April, 2023 or when filled

**Position Summary:**

Do you love writing with passion about making sure new parents and young children have safe spaces to play and learn together? Do you want to see more community resources invested in early childhood and opportunities for play, especially for families with fewer options? Would you like to be a part of Habitot's reopening in its "New Place to Grow?"

After 22 years in its downtown Berkeley museum space, Habitot Children's Museum, the award-winning, hands-on discovery museum for young children serving the San Francisco East Bay, pivoted to a Mobile Museum in 2021, taking its play and learning exhibits, mobile art studio, and interactive programs on the road. Eighteen full-day popup events took place in parks, libraries, and other venues for children and families, serving thousands between 2021-2022; twenty events will be presented in 2023. Simultaneously, Habitot manages several grant-funded programs supporting art, STEM and literacy kits for hundreds of low-income families, and a birthday celebration program for fourteen East Bay family homeless shelters.

The GRANTS MANAGER helps raise funds from foundation grants, corporate sponsorships, and government support for all these programs and someday soon will submit capital project grants for Habitot's reopening location. Currently the position is .5FTE, offering the opportunity to work remotely from home, with flexible hours; the position may grow over time. The grants manager assures timely submission of all grant proposals, supporting documents, and grant reports; maintains the grants calendar of grant prospects and active grants; maintains organization of grant files in Google Drive; submits reimbursement requests; oversees deliverables on corporate sponsorships; produces fundraising financial reports; and fulfills other grant-related tasks as needed.

The Grants Manager reports to the Executive Director, and works collaboratively with the Development and Marketing Director, Social Media Manager, and Memberships Coordinator.

**Qualifications:**

- Candidates should have superior writing and organizational skills, broad administrative experience, knowledge of database and spreadsheet systems, and have an understanding of fundraising reporting.
- Ideal candidates will have several years of experience working in nonprofit fundraising and development, with considerable responsibility for grant writing.
- Knowledge of the San Francisco Bay Area’s philanthropic community and corporate networks helpful.
- Familiarity with Excel spreadsheets, database systems, Google Suite, MS Office essential.
- B.A. not required but preferred.

**Hours and Compensation:** This position offers 100% remote work with flexible hours, \$36/hr, 35 hrs paid time off annually, plus part-time percentage of seven annual holidays. Laptop provided if necessary, reimbursement for any additional cost of personal cell phone use if necessary, Cal Savers retirement is an option.

**EEO STATEMENT**

Habitot Children’s Museum is dedicated to increasing diversity and equity in hiring for this position which will represent the organization in a wide variety of community locations. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, race, color, religion, sexual orientation, gender identity, national origin, ability/disability status, protected veteran status, or any other characteristic protected by law. We highly encourage all members of our community to apply for available employment, internship, fellowship, and volunteer positions at the museum, as we aim to ensure that our staff reflects our visitors and our surrounding community. In compliance with the Americans with Disabilities Act, Habitot Children’s Museum will provide reasonable accommodations to qualified individuals with disabilities.

**ABOUT THE ORGANIZATION**

Habitot Children’s Museum is the East Bay’s hands-on discovery museum designed specifically for infants, toddlers, and preschoolers. From 1998 through 2020, Habitot welcomed an estimated audience of approximately 55,000 annually primarily from Alameda and Contra Costa counties, but also drawing from the entire region. A mission-driven nonprofit, Habitot strives to nurture and enrich the lives of young children, their families, and the adults who care for them by providing an environment for early childhood learning and exploration, parenting education, and community outreach. Through hands-on exhibitions, public programs, classes, and workshops, Habitot provides creative, multisensory experiences that promote school readiness and

life-long learning. Dedicated programs ensure Habitot's exhibits and programs are accessible to a wide and diverse audience.

**To Apply:** sent letter of interest and resume to [apply@habitot.org](mailto:apply@habitot.org)

3/23