

## Grants Programs Coordinator

The American Alliance of Museums is seeking a professional with strong organizational, interpersonal, and project management skills to support two or more large federally funded grant programs/projects focused on social impact and on excellence in DEAI. This is a full-time **grant-funded, three-year term position**. If you enjoy a fast-paced yet collaborative environment and have an interest in museums, consider joining our team!

**About the position:** The Grant Programs Coordinator is a newly created, 3-year grant-funded role supporting the Alliance's Social Impact and Excellence teams. This position coordinates the administrative, logistical, and project management assignments as they relate to federal grants to ensure deliverables are met successfully. Duties include, but are not limited to: working and communicating with numerous internal and external participants and stakeholders; data management and entry; coordinating payments and reports; monitoring budgets and deadlines; and scheduling/planning meetings and travel. Salary is \$55K- \$60K. Hybrid work options are available. As this position is fully grant funded, continued employment is contingent on the availability of those funds.

**Skills and qualifications:** The successful candidate has at least two years of experience managing complex projects; excellent interpersonal, communication, and organizational skills; experience leveraging technology to manage and implement project plans and communicate with stakeholders. (AAM uses Microsoft Office Systems, Zoom, Slack, Confluence, Dropbox, and Asana); and an interest in and commitment to diversity, equity, and accessibility (DEAI). Experience managing federal grants is highly desirable.

**How to apply:** To encourage a broad pool of candidates with various backgrounds to apply and to foster an equitable recruitment process, we are applying some principles of "blind hiring." Please follow the directions below when submitting your application materials:

- Submit a **single** document in PDF or Word containing a cover letter and resume to: [hr@aam-us.org](mailto:hr@aam-us.org), using "Grants Coordinator" in the subject line. Please do not include your name or address. Please include education but omit school names and graduation years. Include your email address as the only personal identifier. Please include your salary requirements and availability to start
- As part of your cover letter (no more than two pages), provide examples of how you have successfully managed projects and/or grants for an organization.

Complete applications received by February 23, 2024 will receive full consideration. Candidates who are selected for further screening will be contacted by email within two weeks after this deadline. Due to the large number of applications AAM receives, we will only contact candidates selected for further screening. Please contact Human Resources at [hr@aam-us.org](mailto:hr@aam-us.org) if you need an accommodation in submitting your application.

**About the Alliance.** The American Alliance of Museums, a 501(c)(3) non-profit organization, is a trusted leader, partner, and advocate for museums and works to build a field that includes dynamic and diverse individuals, institutions, and communities. With a budget of \$10M, the Alliance provides leadership, advocacy, and service to its membership and the museum field, which includes a broad range of museums, from art to zoo. The Alliance is an equal opportunity employer and values a diverse workplace. For more information, please visit [www.aam-us.org](http://www.aam-us.org).