

Organization: Noble Maritime Collection

Job Title: Freelance Grantwriting Consultant

Location: Hybrid combination of remote work and in-person office hours

Position Level: Freelance consultant

Organizational Profile: The mission of the Noble Maritime Collection, an art and history museum on Staten Island, is to present exhibitions and programs that celebrate the working waterfront of New York Harbor in the tradition of distinguished artist John A. Noble (1913-83), and to preserve Robbins Reef Lighthouse and the history of Sailors' Snug Harbor. The museum is located at Snug Harbor Cultural Center, formerly the retirement home Sailors' Snug Harbor from 1833 to 1976. Noble was an artist and sailor who worked on schooners based out of New York in the 1920s. He lived on Staten Island and is known for his unique houseboat studio, fashioned out of parts of 19th-century wooden vessels.

The museum's vision, inspired by its namesake, is to use art to make the working waterfront accessible to all people, and in doing so, foster an understanding of its history and relevance to the culture and economy of the local community. Its primary program areas are preservation and display of the permanent collection, new exhibits, arts education, and public programs.

The museum was founded as a nonprofit in 1986. Since that time its dedicated volunteer crew worked to recover, repair and preserve an historic building that previously housed retired sailors as part of Sailors' Snug Harbor. The building itself is part of the unique experience of visiting the Noble Maritime Collection. The centerpiece of its exhibitions is John A. Noble's unique houseboat art studio, restored and installed inside the museum.

Job Description: Following the recent successful development of an organizational Development Plan that grew out of its strategic plan, the Noble Maritime Collection seeks to hire a part-time Grant Writing Consultant. The Noble's leadership is particularly focused on identifying and pursuing opportunities that provide operational and capacity building support. The addition of a Grant Writing Consultant is a new endeavor for the museum and is an action being taken as part of the Strategic Plan goals to expand audiences for the museum's work and build internal capacity.

The Consultant will utilize the existing Fundraising Plan to develop institutional grant proposals to new foundation and corporate sources as well as draft applications to existing and new government and foundation sources. Finalization of all application components will be completed in close coordination with the Executive Director. In addition, the Grant Writing Consultant will work with the Executive Director and program staff to draft and/or refine interim and final reports due to the Noble's foundation and government funders.

It is expected that the incoming Consultant will hold existing relationships with foundation and corporate sources in order to introduce those sources to the work of the Noble Maritime Collection and lead to new funding opportunities.

The Consultant will work on a contract basis for 10 months. This position is offered in a hybrid work arrangement combining remote work and in-person office hours. The Consultant will have the ability to create a flexible schedule, but one that aligns with the needs of the grant schedule.

Responsibilities: Reporting to Executive Director Ciro Galeno, Jr., the Grant Writing Consultant is responsible for the research, preparation, and tracking of grant proposals and reports to existing foundation and government funders. Final submission will be executed by Mr. Galeno.

The Consultant will also utilize the organization's Fundraising Plan to determine the most likely sources of new income for the Noble Maritime Collection and, over the course of the contract, develop proposals to be submitted to new sources of foundation and corporate funding. The Consultant will expand the existing prospect list to add new foundation and corporate sources.

The Consultant will work with program staff to develop compelling narratives about the unique position that the Noble Maritime Collection holds in relationship to the history of Staten Island, local maritime history and culture, 19th through 21st century art, the history of immigration, and art forms including painting, drawing, sculpture, architecture, music, dance, and storytelling.

The Consultant may be asked to meet with the museum's Fundraising Committee on a quarterly basis, and/or report at meetings of the Board of Trustees.

Qualifications: This position requires exceptional attention to detail, the ability to multitask, a high level of organization and excellent communication skills, both written and verbal. Extensive experience with grant writing is required; this is not a position for early career fundraisers. Familiarity with local and regional foundations, corporate and government funders for museums is required. It is expected that the Consultant will be willing to share their existing relationships with funders in order to make introductions on behalf of the Noble Maritime Collection. Knowledge of and ease with various application platforms (Fluxx, etc.) helpful. Superior proof-reading, information gathering, and listening skills are required. Knowledge of the grant research process, particularly access to and ease with Foundation Center Online, are required. The ability and desire to collaborate as part of a long-standing team are required, but the Consultant should be able to work independently and autonomously. Sound knowledge of Microsoft Office and Excel are required; previous database experience a plus.

Familiarity with museum operations, collections management, and visual arts is a plus.

Familiarity with Staten Island is a plus; willingness to visit the borough and learn its unique history and culture are a must.

Pay Rate: The Consultant will be paid an hourly rate of \$65, for a maximum of 300 hours. Payment will be made monthly and based on the number of hours worked. The Consultant will be responsible for submitting monthly invoices to the Executive Director.

The consulting position does not offer benefits such as health insurance or transportation reimbursement.

Application Deadline:

How to Apply: Please email a written cover letter and resume to Executive Director Ciro Galeno Jr. at jobs@noblemaritime.org. Finalists will be expected to provide two writing and budget samples plus three references at an appropriate point in the process. No phone calls, please.

The Noble Maritime Collection is an Equal Opportunity/Affirmative Action Employer. The organization cultivates an inclusive work environment and nurtures a diverse team that is responsive to community needs. The Noble Maritime Collection does not discriminate with respect to employment or participation on the basis of race, creed, color, religion, age, disability, marital status, gender, sexual orientation, gender identity, or on account of any other basis prohibited by applicable City, State, or Federal law.