

## YORK COUNTY HISTORY CENTER Job Opportunity

---

<b>Position Title:</b>	<b>Manager of Institutional Giving</b>
<b>Location (on-site/hybrid):</b>	York County History Center, downtown York
<b>Department:</b>	Advancement
<b>Status:</b>	Part-time, non-exempt
<b>Pay:</b>	\$26/hour; 19 hours/week
<b>Supervisor:</b>	Vice President of Advancement

---

### **The York County History Center**

The York County History Center inspires the exploration of the history, people, and culture of our county, state and nation. We utilize collections, historic sites and museums to help tell the multi-dimensional American story. The History Center's collection encompasses more than 90,000 artifacts highlighting nearly 300 years of York's impressive history. These artifacts document the development, culture, and contributions of the York County community.

One of the ways that the History Center fulfills its mission is by telling the remarkable stories of York County's different ethnic and socio-economic groups, businesses, inventions, and historic events. These stories are interpreted through creative and sometimes interactive displays of artifacts from the History Center's diverse collection. We welcome visitors at all five of our impressive museums to gain a full appreciation for all of York County's history.

The roots of the York County History Center can be traced to 1895 when a group of interested citizens formed the Historical Society of York County (HSYC). The HSYC began to collect, preserve and interpret the history and culture of York County. The Society's original focus was developing a library to serve as a repository for the County's genealogical resource material. By the early 1900s, a growing collection of artifacts led to the opening of a museum in the county courthouse. The historical society outgrew its space by 1938 and moved two blocks east. In 1959 the Historical Society Museum and Library/Archives relocated once more to the previous location at 250 East Market Street in Downtown York.

In early August 2024, the History Center welcomed visitors for the first time to its new, state of the art location at 121 N. Pershing Ave. This inviting museum, library & archive in York City is designed to offer an exciting, innovative cultural destination while fostering economic development. The transformed organization offers new opportunities to connect with grantors and businesses.

### **From the Vice President, Advancement**

Thank you for your interest in the Manager of Institutional Giving position! This is a critical role in supporting a growing and dynamic team that is passionate and driven by our Strategic Plan goals:

- Diversity
- Sustainability
- Dynamic Programming
- Connecting with the community

Our commitment is fueled by the generosity of individuals, foundations, and companies who invest in the mission to “understand and illuminate the future through inclusive, authentic storytelling, and preservation.”

As a grants manager, you will play a pivotal role in writing and managing grants for corporate, public, private philanthropic foundations, and state and federal government. Your success is foundational for the Advancement team and History Center’s success.

I invite you to bring your enthusiasm, attention to detail, strong quality of work, and your full self to the York County History Center, where every contribution has an impact.

-Amy Serafino, Vice President, Advancement

### **Position Summary:**

The Manager of Institutional Giving writes grants and manages the calendar process including for reports and renewals. Primary responsibilities include developing a fluency about the History Center’s mission, programs, curriculum, collections, buildings and grounds, and more.

### **Expectations:**

- Participate and contribute as an integral member of a high-functioning team;
- Play active role in improving processes and procedures related to grants prospecting and management;
- Accurately complete tasks and assignments within agreed-upon timelines using established procedures.

### **Primary Responsibilities Include:**

- Manage an annual institutional giving plan to support the History Center’s array of priority activities to increase grant funding by 3-5%
  - Work collaboratively with Advancement team and appropriate departments to develop effective cases for support, budgets, and proposals for institutional and government grants;
  - Edit and write compelling, proposals and reports for institutional and government funders;
  - Manage overall grant calendar, ensuring quality work product and on-time delivery
- Create, manage, and benchmark a portfolio of grant opportunities;
  - Maintain calendar of proposals and reports and research new opportunities;
  - Prepare monthly progress reports for the Advancement Committee;
  - Utilize database moves management to record progress and set future steps;
- Manage Education Improvement Tax Credit (EITC) Program by renewing EITC application, working with VP of Advancement to help identify and solicit eligible for educational programs;
- Assist in fostering a customer focused, collaborative, philanthropic environment that includes relationship building and stewardship;
- Assist in ensuring deliverables and recognition occurs accurately and on-timeline.
- Support the vision, mission and purpose of the York County History Center

### **Skills:**

- High-quality work standards;
- Superior written and oral communications skills;
- Creativity and demonstrated success in managing multiple projects well;
- Ability to work in a dynamic environment, especially in cross functional teams in differing locations;

- Strong organizational and interpersonal abilities; attention to detail and skill in interacting with people of all ages, perspectives, and backgrounds;
- Diplomacy, tact, discretion, and the ability to maintain confidentiality inside and outside the organization.

**Qualifications:**

- Bachelor's degree or equivalent demonstrated grant writing and management success;
- Fosters collaborative working environments;
- Exemplary writing and editing skills;
- Proficient in MS Office or Google Suite and database management;
- Ideally experienced in cultural nonprofit organizations;
- Demonstrated attention to detail, ability to meet deadlines and manage competing priorities;
- Flexible, professional & friendly approach and disposition;
- Ability to work periodic evenings and weekends;
- This part-time position is budgeted for 19 hours a week to be performed during regular office hours, M-F, 9 a.m. – 5 p.m.;
- Ability to lift or move materials up to 30 lbs.;
- Valid driver's license with good driving record;
- Background checks required.

The York County History Center is an Equal Opportunity Employer and does not discriminate because of age, color, disability, ethnicity, marital or family status, national origin, race, religion, sex, sexual orientation, military veteran status, or any other characteristic protected by law.

Please email cover letter and resume to: [aserafino@yorkhistorycenter.org](mailto:aserafino@yorkhistorycenter.org). Include *Grants Manager* in the subject line. **Applications without cover letters will not be considered.** No phone calls, please.