

Grant Writing Associate

NATIONAL VETERANS MEMORIAL AND MUSEUM

The National Veterans Memorial and Museum (NVMM) in Columbus, Ohio represents a national initiative of profound importance for our nation's 20+ million living veterans. There was previously no single monument or museum dedicated to the veteran's experience in the U.S. With 30,000 square feet available for exhibit space, this new institution celebrates the service and honors the sacrifice of veterans throughout history. Envisioned by the late Senator John Glenn (1921-2016), Colonel, USMC (Retired), as a gathering place for veterans across the country. The Museum opened to the public on October 27, 2018. NVMM presents the veteran experience through the lens of personal stories and life-changing experiences from which visitors will be inspired to learn more about our country's history and actively engage in their own communities as informed citizens.

POSITION OVERVIEW

The NVMM seeks a Grant Writing Associate to support the strategic goals of the Advancement Team by providing grant support leading up to, during, and after grant submission by the NVMM. This position includes project management, planning and professional writing.

The NVMM staff is required to wear masks while in the office. Each department is on a schedule of alternating days in the office and teleworking days from home to minimize numbers of staff in the office on any given day. Most meetings are conducted virtually through Microsoft Teams, however, some meetings are in person when needed and there is a large enough space available to allow recommended social distancing.

This is a part-time position; college course credit may be available depending on program requirements.

MAJOR DUTIES AND RESPONSIBILITIES

General responsibilities include, but are not limited to, inputting grants data, managing and maintaining grants database, assisting in research, distributing materials, developing language, and writing proposals for NVMM grants.

This is a high-energy team that collaborates to create engaging, strategic proposals. NVMM employees work in a creative team environment where everyone is expected to participate.

In the performance of their major duties and responsibilities, all employees of the organization are expected to fulfill the following:

- Gain a general understanding of the sacrifices and continued contributions made by United States Veterans
- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, constituents, and vendors.
- Work effectively as a team contributor on all assignments.
- Work independently, while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

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JOB QUALIFICATIONS

- At a minimum, applicant will be enrolled as a Sophomore, Junior, or Senior English major, professional writing minor, or related major/minor preferred or have completed a degree in a related major from an accredited college or university.
- An ability to interact with persons of diverse jobs, backgrounds, and personalities.
- Must be proficient in Microsoft Office, Word, Excel, and OneDrive.
- Must be proficient in APA and MLA style formatting.

NVMM APPLICATION PROCESS

For consideration, all applicants should send the following information in ONE email to: Grantwriting@NationalVMM.org.

- Name
- Address
- Phone Number
- Email
- Cover Letter
- Resume
- References - Please provide a minimum of three references with contact information

Please be sure to include the title of the position, Grant Writing Associate, in the subject of the email. Resumes will be accepted for this position through **October 19, 2020**. Only selected qualified candidates will be contacted for an interview. No phone calls will be accepted.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The NVMM is an equal opportunity employer and does not discriminate against any applicant for employment or any employee because of age, color, sex, disability, national origin, race, religion, sexual orientation, gender identity, or military veteran status.