



ARTSFUND

Title: Grant Manager

Department: Grants

Reports to: Vice President of Grantmaking

ArtsFund supports the arts through leadership, advocacy, and grantmaking to build a healthy, equitable, and creative Washington. At ArtsFund:

- We believe that arts and culture are a tool for **social change**.
- We believe in arts and culture as an **economic driver** that creates jobs and revitalizes communities through interconnectedness with the entire Washington economy.
- We believe in **promoting equity** by centering those most impacted by systemic oppression, including Black, Indigenous, and People of Color (BIPOC), LGBTQ+, and people with disabilities.
- We believe that communities benefit when **youth and families** are engaged in the arts.
- We believe that **strong data**, both quantitative and qualitative, can drive meaningful advocacy and change narratives.
- We believe that the **arts bring people together** with different experiences and that convening is essential for healthy communities.

Summary

The Grants Manager will work closely with the Vice President of Grantmaking to administer all grant programs for ArtsFund. This position will also be tasked with building and maintaining relationships with grantees and monitoring the overall impact of the programs. The position will report directly to the Vice President of Grantmaking and will play a key role in ensuring that the execution of the programs support the overall mission, vision, and values of ArtsFund.

Full-time, hourly, non-exempt position – 40 hours a week.

Key Priorities

- Assist in the administration and design of the three key grant programs at ArtsFund including:
 - General Allocation: A competitive, invitation only, annual award that ranges in total distribution of approximately 2-2.5 million and focuses on



- supporting the entire arts and culture infrastructure in King and Pierce counties
- Youth Access Opportunity Fund: A competitive program that focuses on encouraging access to arts and culture for historically marginalized youth.
- Guendolen Carkeek Plestcheeff Endowment for the Decorative and Design Arts
- Manage the grants programs process by serving as the primary contact for arts groups, scheduling interviews, updating applications, and other materials, setting deadlines, and performing preliminary review of grant applications.
- Provide insight and recommendations on the efficacy of the grants programs and offer suggestions on future direction
- Coordinating logistics and materials for grant program related meetings
- Compile, organize, and analyze grant programs data and other special projects as assigned
- Works closely with the Communications Department on all communication pertaining to the grants programs and grantees to ensure that communications of the programs reflect ArtsFund's mission, vision, and values
- Monitors and coordinates post-award grants administration to ensure that budgeting and administrative policies, procedures, and requirements are being followed; manages administrative problems and/or budget changes occurring during the awarded granting period
- Maintains knowledge of grant funding policies, regulations, and procedures
- Performs miscellaneous job-related duties as assigned

Knowledge/Abilities/Requirements

- Familiarity/experience with grant proposals and processes
- Ability to communicate effectively, both orally and in writing
- Experience in nonprofit finance and fiscal management of grant programs
- Ability to determine informational needs, collect and analyze information, and devise and develop analyses and reports
- Ability to make administrative/procedural decisions and judgments
- Knowledge about funding for nonprofit agencies and operational issues faced by nonprofit agencies.
- Ability to work closely with constituents (including board members, staff, the general public, and cultural partners)
- Excellent organizational skills and ability to prioritize and manage multiple deadlines effectively
- Strong computer skills, including proficiency in Microsoft Office, Word, Excel, and database management
- Maturity, cooperativeness, confidentiality, and discretion are essential



- Excellent written and oral communication skills
- Ability to work collaboratively as well as independently
- Commitment to fostering an inclusive and welcoming professional environment

Preferred

- Bachelor's degree
- A Minimum five (5) years relevant experience in general office support, preferably in the nonprofit sector

Compensation

Salary range of \$50,000 - \$60,000, based on skills and experience. Generous benefits and PTO package including health/dental insurance 100% paid by employer, 403(b) with up to 3% match, transportation/parking stipend and three weeks' vacation to start.

To Apply

ArtsFund recognizes that an individual's lived experience is a valued skillset, and we aim to diversify the voices of all decision-makers on our staff to reflect best the stakeholders that we serve. ArtsFund is an equal opportunity employer and is committed to workforce diversity. Black, Indigenous, and People of Color and people with disabilities are strongly encouraged to apply. The position will remain open until filled. To apply, please send a cover letter and resume to jobs@artsfund.org, subject line "Grants Manager: your name." No phone calls, please; only applicants selected for an interview will be contacted.