



ARTSFUND

Title: Grants Coordinator
Department: Grantmaking
Reports to: Senior Grants Manager

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.
- ArtsFund is an equal opportunity employer and is committed to workforce diversity. LGBTQIA, Black, Indigenous, and People of Color, and people with disabilities are encouraged to apply.

Summary

The Grants Coordinator will be a critical part of a team that distributes over \$3 million in grants annually. The Grants Coordinator is a critical administrative role, reporting to the Senior Grants Manager, but working closely with the Vice President of Grantmaking. This full-time position is responsible for supporting the grant allocations process, maintaining the grants database, and providing reports and information as necessary to the Grants Team and other departments. Note that ArtsFund is currently working remotely with no set date for a return to the office.

Key Priorities

- Support the Grant Allocations process by scheduling interviews, updating applications, and other materials, and performing preliminary reviews of grant applications.
- Prepare award letters and other grants-related correspondence with arts organizations.
- Coordinate logistics and materials for grant committee meetings.
- Maintain Wizehive grants database, updating information, producing reports, and helping to create grants applications in the system.
- Compile and prepare grant allocations data and other grants-related special projects as assigned.
- Maintain and update grants spreadsheets.
- Work with the communications department to keep grant content on the website updated.
- Work with the finance team to process grant payments and other related tasks.
- Support post-award grants administration; manages administrative problems and/or budget changes occurring during the awarded granting period.
- Perform miscellaneous job-related duties as assigned.

Knowledge/Abilities/Requirements

- Ability to communicate effectively, both orally and in writing.
- Ability to determine informational needs, collect and analyze information, and devise and develop statistical analyses and reports.



- Ability to make administrative/procedural decisions and judgments.
- Ability to work closely with a diverse group of stakeholders 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 especially 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

- A Minimum of three (3) years of relevant experience in general office support, preferably in the nonprofit sector.
- Experience with Microsoft Office 365.

Work Environment and Conditions

This is a full-time (40-hour a week), hourly, non-exempt position. The ArtsFund staff currently works according to a hybrid workplace schedule. ArtsFund reserves the right to alter location work requirements at any time. Applicants must have the ability to commit to a consistent schedule within standard office hours, Monday through Friday; the ability to work remotely with reliable internet access (hardware will be provided); and the ability to work in our Seattle office for in-person work.

Compensation

Salary range of \$40,000 - \$45,000, based on skills and experience. Generous benefits and PTO package including health/dental insurance 100% paid by the employer, 403(b) with up to 4% match, transportation/parking stipend, three weeks' vacation to start, plus an additional two weeks where the entire office closes (week of New Year and week of July 4th).

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 best reflect the stakeholders that we serve. ArtsFund is an equal opportunity employer and is committed to workforce diversity. LGBTQIA, 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](mailto:jobs@artsfund.org), subject line "Grants Coordinator: your name." No phone calls, please; only applicants selected for an interview will be contacted.