



## Grants Program Manager - Position Description

**Opening:** Ready to hire immediately. While we are highly motivated to fill this position, we will accept applications until the job is filled.

**Schedule:** 30 hours/week. Monday-Friday. Flexible hours and weekends on an as-needed basis.

**Location:** Arts Council office on the Tannery Arts Center campus in Santa Cruz; regular travel to Watsonville and North County. Reliable transportation needed.

**Reporting:** This position reports to the Deputy Director

**Supervisory Responsibilities:** None

### **Salary & Benefits:**

- Salary range of \$37,000 - \$40,000 for 30 hour work week
- Part-time, non-exempt position, working 30 hours per week. We believe in work-life balance, and are committed to keeping the workload in alignment with the true hours worked
- 10 vacation days, 12 sick days, 11 paid holidays, and a flexible, family-friendly schedule
- We provide medical, dental, and vision insurance with the Arts Council covering 100% of the costs of the insurance package and 30% dependent coverage

**Who we are:** For 36 years, Arts Council Santa Cruz County has led the charge to support the unique, ever-evolving Santa Cruz County arts community. We're passionate advocates for the arts and the organizations and people who make art happen. We believe in the power of the arts to transform our community, and our daily work of art reflects that belief. Our staff and board team are deeply committed to and fired up about our mission to promote, connect, and invest in the arts in order to stimulate creativity and vibrancy in Santa Cruz County.

**The job:** We're looking for a highly passionate and skilled Grants Program Manager – someone with a heart for the arts, a passion for equity, data-wonk-ish tendencies, and the capacity to administer grants. The successful candidate will manage and implement the Council's Grants Program, which provides general operating support and capacity building to arts organizations as well as project support and professional development for individual artists. The Grants Program Manager also develops and coordinates capacity-building initiatives in coordination with other Council staff and partners. Perhaps the most critical component of this position is nurturing strong and healthy relationships with organizations and artists countywide, and particularly fostering new relationships in South County. Related duties include program planning, outreach to new grantees, and management of the Foundant grants database, contracts, and open grants. You will manage an annual budget between \$200-\$250K and a portfolio of between 50-80 grantees. In addition, you will:

### **Essential Duties and Responsibilities:**

#### **General**

- Develop timeline and budget for the program in partnership with the Executive Director
- Promote the Grants Program to the community
- Assist Director of Communications in marketing Grants Program activities and



- surfacing and sharing grantee stories; provide Grants Program reports
- Manage the poet laureate program
- Manage special projects as needed
- Contribute to the overall health and vitality of the Council through active participation in strategic discussions, organization-wide initiatives, and providing thought leadership

### **Grants Management**

- Review, evaluate, and update all grant programs and processes annually
- Maintain all aspects of the online grants management system
- Manage the full grantmaking process from initial application to final reporting
- Recruit, manage, and work collaboratively with volunteer Grants Committee
- Recruit, manage and work collaboratively with volunteer Grants Panel
- Review and score proposals, draft recommendations, and present recommendations to the Board of Directors
- Develop and deliver grant orientation sessions and trainings
- Provide ongoing support to current grantees and potential applicants
- Conduct grantee site visits to grantees to build relationships and better understand needs
- Conduct research on best practices and participate in professional development opportunities; participate in discussions in the field about grantmaking and funding, and share information with leadership to help inform program direction

### **Capacity Building**

- Partner with other organizations to collaboratively coordinate and present capacity-building initiatives and workshops
- Manage the Council's portfolio of fiscal sponsorship clients; serve as clients' primary point of contact with the Council; educate clients about Council's fiduciary duties; provide technical assistance as needed; coordinate fiscal sponsorship application process with staff team

**All about you:** You have strong knowledge of the arts sector and extensive experience in arts administration and working directly with both artists and administrators. You understand the grant making and management process. You are detail-oriented. You are highly curious about artists and arts organizations in Santa Cruz County and beyond. Your first instinct is to find the good in the people and projects that seek Arts Council support and funding. You set goals, you track your progress, you measure everything. You are warm, thoughtful, and responsive. You are passionate about unearthing creatives throughout the County. You have experience connecting and working with diverse artists, particularly Latinx artists. You speak Spanish. More about you:

### **Knowledge, Skills, & Abilities**

- Keen interest in and knowledge about the Santa Cruz creative sector
- Specific relationships with artists in Watsonville, or a desire to build those relationships
- Experience and enjoyment working with creative types
- Successful facilitator and effective trainer
- Able to read and understand financial statements
- Excellent writing and speaking communication skills



- Able to think big picture and enjoy focusing on the details
- Ability to work cooperatively and flexibly on a range of projects
- Enjoys interacting with staff, board members, program constituents and participants, and the community
- Ability to accomplish projects with little supervision
- Proficient using the latest versions of Microsoft Office products, Adobe Acrobat, social media tools, mail merges, email and web searches
- Experience and facility managing and using web--based systems
- Work-ish tendencies: enjoys synthesizing and analyzing information and communicating findings
- Able to ask questions, share opinions, and disagree congenially
- Quick and resourceful problem-solver
- Experience managing volunteers

**What's it like to work with us?** "Fit" at the Arts Council is as important as skills and experience. We operate a highly collaborative and supportive workplace where staff is largely self-directed. We all have the opportunity and are expected to contribute not just to our own work but also to the strategic direction of the organization. We work hard, we have fun. We take responsibility for mistakes and celebrate successes. We live and breathe by our core values: collaborative, adaptable, innovative, service-oriented, and effective and professionally run. A sense of humor and a compassionate disposition are required. We are an award-winning Family Friendly Workplace; we always have plenty of chocolate and coffee; and we love our work.

Most importantly, we are all here to be of service to the arts and to our community.

**And Now For Something Completely Different:** The ideal candidate will have the majority of the skills outlined in this job description. However, if you beautifully fit most, but not all, of the bill, apply anyway. In either case, be direct in your cover letter about your strengths, interests, and "fit" for this position.

The Arts Council is an equal opportunity employer. People of color are strongly encouraged to apply.

What does our hiring process look like?

- We will review applications on a rolling basis until the position is filled.
- We will begin scheduling phone interviews as soon as we have identified strong candidates.
- If you get invited for an in-person interview, we will ask for some prepared materials relevant to this position.
- Finalists will be invited to a second interview, and we will make an offer shortly thereafter.

To apply: Please send your resume and a cover letter as a single PDF outlining your interest in and fit for the position to [info@artscouncilsc.org](mailto:info@artscouncilsc.org). In your cover letter, please do not restate information we'll find in your resume. Tell us why this opportunity lights your fire, and why you would be an amazing fit at the Arts Council. Applications without a cover letter will not be considered.