



Position Description

Grants & Technical Assistance Manager

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.*

Job Summary: We're looking for a highly passionate and skilled Grants & Technical Assistance Manager – someone with a heart for the arts and a head for the business of art. The successful candidate will manage and implement the Council's Grant 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 & Technical Assistance Manager also develops and coordinates technical assistance initiatives in coordination with other Council staff. Perhaps the most critical component of this position is nurturing strong and healthy relationships with organizations and artists countywide. Related duties include program planning and data management. The ideal candidate will have strong knowledge and experience working in arts administration, grant processes, and technical assistance for individuals and organizations.

Workplace Environment: "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.

Opening: Deadline for application is Friday, April 10th, and the successful candidate will begin work not later than May 4th.

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

Location: Arts Council office on the Tannery Art Center campus in Santa Cruz

Reporting: This position reports directly to the Executive Director

Supervisory Responsibilities: None

FLSA Status: Non-Exempt

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Compensation: Hourly rate, commensurate with experience, great benefits package

Essential Duties and Responsibilities:

Duties and responsibilities include but are not limited to:

General

- Develop timeline and budget for the program in partnership with the Executive Director
- Promote the Grants & Technical Assistance program to the community
- Assist Director of Communications & Development in marketing Grant Program activities; provide Grant and TA program reports as needed
- Manage special projects as needed
- Contribute to the overall health and vitality of the Council through active participation in strategic discussions 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 Grant Committee
- 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

Technical Assistance

- Promote the Grants & Technical Assistance program to the community
- Develop and coordinate Technical Assistance initiatives and workshops in collaboration with program partners, strategize topics, identify presenters, and assist with staffing sessions
- Manage the Council's portfolio of fiscal sponsees; serve as sponsee's primary point of contact with Council; educate sponsees about Council's fiduciary duties; provide technical assistance as needed; coordinate fiscal sponsorship application process with staff team

Qualifications:

Education: Preferred BA or BS degree in arts administration, public administration, non-profit management, business administration, or arts-related field.



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Experience:

- 3 years of experience working in the arts, preferably in a non-profit setting
- Direct experience with grant processes
- Experience providing technical assistance for non-profits and artists highly preferred
- Understanding of fiscal sponsorship programs a plus

Knowledge, Skills, & Abilities:

- Keen interest in and knowledge about the Santa Cruz creative sector
- 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
- A commitment to being of service to all constituents and partners
- 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
- Wonk-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

Qualities:

- Passion for the arts
- Highly professional
- High personal standards and ethics
- Committed to growing relationships based on mutual respect

To apply: Please send your resume and a cover letter outlining your interest and fit for the position by April 10th to info@artscouncilsc.org. Interviews for this position will begin immediately and the job will be filled as soon as an excellent candidate is identified.

Applications without a cover letter will not be considered.