

## **GRANTS ASSISTANT**

### **JOB DESCRIPTION**

Classification: Part Time; Non-Exempt

Hours: Monday – Friday (32 hours)

Supervised by: Director of Grants and Allocations

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### **FUNCTION**

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The Grants Assistant provides a wide range of administrative support for the Arts Council's Grant Programs and other direct financial awards and contracts to organizations, artists, and schools.

Under the direction of the Director of Grants and Allocations, the Grants Assistant will work closely with the Arts Education Manager to provide primary administrative support for the Arts Council's Annual and Quarterly grants and Artists In Schools initiatives.

The position has extensive contact with artists, nonprofit organizations, elected officials, collaborating agencies, contributors, staff, and Arts Council Board of Trustees.

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### **JOB DUTIES AND RESPONSIBILITIES**

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#### **GRANT PROGRAM SUPPORT**

- Provide support for Arts Council Grant Programs and Artist In Schools Program to include but not limited to:
  - Draft digital award letters and contracts;
  - Proof paper and digital documents;
  - Maintain spreadsheets to track contract milestones;
  - Assist with invoices and award disbursement in collaboration with the Finance Department.
- Assist in coordinating artists for education programming.
- Assist with grants panels, including minute taking and generating memos.

#### **GENERAL PROGRAMS AND SERVICES DUTIES**

- Assume other duties and responsibilities as directed by the Director of Grants and Allocations.
- Assist other Arts Council departments and program areas as needed; provide division support for major Arts Council special events as directed by the Director of Grants and Allocations.
- Understand and adhere to the guidelines set forth in the Arts Council's Employee Handbook, associated policies, and bylaws.

## QUALIFICATIONS

- High School Diploma or equivalent AND two (2) or more years' experience in an office environment required. College Degree a plus.
- Three (3) years' experience in a nonprofit organization preferred.
- Excellent written and verbal communication skills.
- Must be proficient with/in: Microsoft Word, Excel, Google Systems, and Zoom.

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Personal and professional commitment to the Arts Council's mission, values, and strategic plan.
- Ability to work independently and collaboratively.
- Ability to maintain strict confidentiality of sensitive grant information.
- Ability to follow dictated and written operating procedures.
- Demonstrated ability to prioritize work to meet defined goals, objectives, and deadlines.
- Commitment to high quality work, accountability, and attention to the details of every assignment.
- An understanding of and sensitivity to the ethnic, cultural, socio-economic, disability, and gender diversity of the community.

**PHYSICAL REQUIREMENTS:** Ability to work in an office environment and with a computer screen for four (4) to five (5) hours at a time. Visual skills are required in preparing written materials and proofreading.

**SALARY AND BENEFITS:** This position is a part-time, non-exempt position. The salary range is \$32,000 to \$35,000 per year depending on the candidate's experience and skill level. Benefits include accrued paid time off and a matching contribution to a SIMPLE IRA retirement account.

*The preceding job description has been designed to indicate the general nature & level of work performed by employees with this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, & qualifications required by employees of this job.*

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## **TO APPLY**

Qualified candidates should submit a Resume and Letter of Interest along with salary requirements to [Recruiting@theartscouncil.com](mailto:Recruiting@theartscouncil.com) with the subject line '**Grants Assistant**'. No telephone calls, please.