Grants Specialist

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<th>Department:</th>
<th>Grantmaking</th>
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<td>Reports to:</td>
<td>Director of Grantmaking</td>
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<td>FLSA:</td>
<td>Exempt</td>
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<tr>
<td>Revision Date:</td>
<td>January 2020</td>
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<td>Salary:</td>
<td>$45,000</td>
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Application Instructions: Email cover letter, resume, and three professional references to jobs@artsmidwest.org by February 20, 2020

Job Summary

The Grants Specialist is responsible for managing the lifecycle of Arts Midwest’s grantmaking programs, providing investments that build communities. The Grants Specialist supports grantmaking for Arts Midwest Touring Fund, Shakespeare in American Communities, the National Endowment for the Arts Big Read, and other programs and special projects of Arts Midwest.

This position is a great fit for people who:
- enjoy problem-solving and developing creative solutions
- work well with a team
- pay attention to detail
- consider themselves technologically savvy
- enjoy helping people with technical support
- are comfortable on the phone and writing emails
- enjoy occasional database entry work while listening to their favorite playlist
- appreciate the arts
- are committed to IDEA (Inclusion, Diversity, Equity, Accessibility)

Essential Duties and Responsibilities

- Develops and manages Arts Midwest’s grant program operations and logistics in collaboration with other members of the grantmaking team.
  - Maintains and develops digital systems for applications and reports.
  - Interacts with applicants, grantees, panelists, third-party vendors, and others in the organization and department (in person, via telephone, online, or email) to:
    - Answer questions and provide technical assistance or information about Arts Midwest grant programs.
    - Provide panel feedback to applicants and grantees.
    - Make presentations.
    - Develop and distribute email communication and posts to grantees.
  - Develops, drafts, reviews, edits, and distributes guidelines and application materials, panel documents, grant agreements, contracts, reports, promotional materials, and other documents, collaborating as appropriate with Director of Grantmaking.
  - Reviews applications for eligibility, accuracy, and completeness.
  - Assists in establishing grant review processes, including instructions and scoring mechanisms.
  - Collaborates with Director of Grantmaking in planning and implementing online, remote panel meetings and grantee trainings:
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- Assists with identification, recruitment, and orientation of panelists.
- Develops and distributes panel books.
- Uses RingCentral, Adobe Connect, or equivalent online conferencing technology to convene remote meetings.
- Provides technical support.
  - Manages timeline notification to applicants.
  - Monitors necessary paperwork and manages correspondence with grantees throughout the lifecycle of the award.
  - Prepares grant, panelist, vendor, and other payment issuance and distribution.
  - Reviews reports for adhering to requirements, accuracy, and completeness, including the management of media.
  - Maintains programs’ websites.
  - Participates in site visits, as desired.

- Contributes to overall grantmaking department strategy, planning, and alignment.

- Using Salesforce database, oversees grants programs lifecycle.
  - Develops internal systems and policies for collecting, maintaining, reviewing, and analyzing grantee and program data and reports; establishes, monitors, and maintains electronic and paper files and records; manages Arts Midwest data processes; and assists with submission of annual federal reports.
  - Ensures the grantmaking department provides relevant, accurate and timely information, reports, and analysis for Development.
  - Maintains data on current and historical applicants, grantees, and engagements/projects, including monitoring information needed for reporting, evaluation, and auditing purposes.
    - Compiles, drafts, and prepares reports, correspondence, documents, and statistics.
    - Conducts research as required.
  - Engages grantees in online community (web portals).
  - Monitors database, provide recommendations and implement/manage solutions in the areas of data integrity, data quality, and de-duplication.

- Communicates courteously and professionally and maintains working relationships with others in carrying out job functions. Maintains intercultural competence.
  - Represents the organization regionally and locally, in the community, with funders, applicants, panelists, grantees, and other stakeholders.
  - Communicates with others relating to work assignments and progress of work or to convey information about conditions or work related needs.
  - Participates in occasional cross-functional work teams and projects.

- Maintains professional competence and stays abreast of federal grantmaking regulations, trends and innovations.
  - Attends training, conferences, and meetings, and reviews relevant literature.

- Staffs Arts Midwest Conference as needed.
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Minimum Qualifications
This job requires two years of administrative support and two years of experience working with a Customer Relations Management (CRM) system such as Salesforce. Familiarity with grantmaking and project management experience are required.

Desired Qualifications
An ideal candidate will have experience in grants management and be comfortable creating reports in and using apps connected to (CRM) systems, such as Salesforce. A commitment to the arts is preferred.

Knowledge, Skills, and Abilities Required for Successful Job Performance
- Knowledge of, or ability to learn, organizational programs.
- Ability to make decisions and act within established policies and procedures.
- Verbal communication skills sufficient to effectively present information to a variety of audiences; written communication skills sufficient to draft correspondence, guidelines, and reports; and reading comprehension skills sufficient to read and understand varied narrative and financial documents and work-related materials.
- Interpersonal skills sufficient to exchange and/or convey information, receive work direction, and maintain effective working relationships.
- Problem-solving skills and the ability to resolve conflicts.
- Ability to effectively organize time and anticipate, plan, and manage multiple priorities with deadlines.
- Ability to work independently, and as a part of a team.
- Attention to detail.
- Ability to manage relationships with grantees, vendors, and funders.
- Financial skills sufficient to interpret program budgets and grantee financial reports.
- Evaluative skills, including the ability to conduct research, analyze, and make recommendations.
- Ability to maintain confidentiality when dealing with sensitive or private information.
- Knowledge of and ability to operate standard office hardware and software, including databases, customer relationship management systems, and web-based software programs.

Physical and Mental Requirements
Physical effort is light, with lifting or carrying limited to 25 pounds intermittently. Work will require extended use of a computer keyboard and monitor. Work is performed in a fast-paced environment, where interruptions are frequent.

Working Conditions
Most work is performed in an office environment. Occasional travel and flexible hours, including during evenings and weekends, may be required.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.
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Scope of Impact

The duties and responsibilities of this job are performed with latitude for independent judgment based on detailed knowledge of department or program policies, procedures, and goals. Duties are performed in accordance with department and organizational policies; federal, state and local regulations; and funder restrictions. The Grants Specialist works with their supervisor to discuss and receive direction on assignments, priorities, and overall work performance.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The department head and senior management retain the discretion to add duties or change the duties of this position at any time.

Arts Midwest is an Equal Opportunity Employer. People of color are encouraged to apply.