



PROGRAM MANAGER, GRANTS

POSITION SUMMARY

ArtsKC seeks an individual that enjoys working in a fast-paced environment to fill the full-time position of Program Manager, Grants. This person must be a dedicated, service focused, creative, and experienced grant-making professional. The person in this position will establish and maintain meaningful relationships with artists, arts organization professionals and community grant-making partners. The person in this position must have a deep passion for the arts and its role in creating a vibrant, inclusive, and just society. They will possess a relentless commitment to advancing the arts ecosystem and elevating the diverse disciplines and individuals who comprise this important community. They will have experience in grant-making, grants management systems, evaluation, as well as demonstrated attention to detail, accuracy, integrity, and timeliness.

EXPERIENCE

The Program Manager, Grants must be able to handle multiple activities, in a fast paced environment. This person must also have prior experience in grant-making and in working with a board of directors and other key constituents. Strong verbal and written communications are a must for this position. Program Manager, Grants must be a self-starter, have a track record for seeking efficiencies and finding cost-effective solutions in a small office environment. Experience in working with a CRM is a plus. Must possess the ability to communicate the mission and vision of ArtsKC and have a genuine passion for the arts.

PRIMARY RESPONSIBILITIES

- Establish and manage the grants program schedule and deadlines on a fiscal year basis
- Provide outreach and awareness of the grants program throughout the arts community
- Mentor and guide artists and organizations in grant application process
- Review applications for completeness and eligibility
- Identify and recruit qualified grant review committee members
- Organize, convene, and administer grant review committees
- Ensure application review is conducted in accordance with the highest standards of equity and integrity
- Communicate grant decisions to applicants via email and grant letters
- Write grant recommendation memos and power-point for Board presentations
- Assist finance and accounting with timely Grant payments
- Provide constructive feedback and support to applicants post decision making
- Provide materials to Marketing Director for fundraising and outreach purposes
- Manage the online grants system, which is currently Foundant
- Support representation and promotion of grantees, both internally and externally

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- Compile Grants Program data to Resource Development staff for funding reports
- Manage Grants & Awards archive & documentation of annual process & grantee work
- Development of new grants or support programs, based on funding and/or needs of the arts community
- Remain current on grant-making program design and practices that prioritize access, equity, and impact
- Promote ArtsKC Grants Program in person at area organizations
- Supervise Grants Coordinator or Intern, if applicable
- Support ArtsKC Team as needed
- Represent ArtsKC programs and services in presentations, panels, media, convening meetings, etc.

CORE QUALIFICATIONS (REQUIRED)

- Bachelor's degree or equivalent experience in the arts or related field
- Substantial experience with grants management software
- Minimum of five years grants administration or management experience
- Mathematical literacy and mastery of basic accounting concepts
- Strong skills managing people, processes, and timelines
- Proven ability to track and manage several projects and processes simultaneously
- Highly effective oral and written communicator with the ability to adapt to a wide range of communication styles
- High level of demonstrated accuracy
- Exceptionally motivated, organized and detail-oriented; team player with a willingness to help where required
- Professionalism and discretion

KEY CHARACTERISTICS

- Curious with a drive to seek out new ideas and innovative solutions in a dynamic organization
- Collaborative and enjoys working in a close and collective team environment
- Creative with a strong appreciation for leading edge solutions
- Flexible with a willingness to adapt and evolve as we reimagine after the covid-19 Pandemic
- Passionate about advancing equity and diversity in our community
- Committed to our mission to unleash the power of the arts and serve our constituents in all that we do
- Understanding of the arts ecosystem and the power of creative expression
- Accountable for a measurable contribution toward achieving the strategic goals of ArtsKC
- Ability to work independently

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- A passion for the arts as well as enthusiasm for ArtsKC's commitment to engagement, investment, diversity, and inclusion in the arts.
- Professionalism and solid judgement
- Effective decision-making processes with strong personal accountability
- High emotional intelligence and interpersonal skills
- Ability to think conceptually and specifically
- Responds quickly and with agility to change with minimal resistance.
- Move toward solutions intentionally and optimistically
- Thrives in a fast-paced work environment
- Employs a collaborative and team-oriented approach

APPLICATION INSTRUCTIONS

Deadline: July 30, 2021 or Open Until Filled

No phone calls or recruiters please. Please submit a single pdf document, via email, containing a cover letter, resume, salary expectations and three references to: humanresources@artskc.org. Please indicate "Program Manager, Grants" in the reference line of the email to ensure proper handling.

BENEFITS

Salary is commensurate with experience and includes excellent health and dental insurance, 401K Plan and life and disability insurance and a generous paid time off policy.

It is the fundamental policy of ArtsKC to provide equal employment opportunities regardless of race, creed, color, sex, sexual orientation, national origin, age, Veteran status or disability status.

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