

Grants Manager

Second Posting

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an Grants Manager

Background

As the focal point of performing arts activity in South Florida, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County serves as a showcase for the finest in established and developing performing arts programs. The Center is the foundation on which established resident organizations build their programs and extend their reach. The Center also serves as a laboratory, providing first class accessible facilities for smaller, emerging and developing organizations and for the Center's own innovative productions and events.

The Center provides our diverse audiences with opportunities to share South Florida's many cultures, offering insights and understanding. As an educational resource, the Center broadens the horizons of our children and enhances our quality of life by offering a full range of cultural and learning experiences.

The objectives of the Adrienne Arsht Center for the Performing Arts of Miami-Dade County are to:

- provide a broad range of performing arts experiences reflecting the diversity of our region, country and world;
- offer state-of-the-art accommodations for artists, cultural organizations and audiences;
- operate in an efficient and cost-effective manner and attract governmental and foundation funding;
- serve as an educational and cultural resource for children and under-served audiences; and
- Act as a catalyst for area revitalization and enhance regional economic opportunities and tourism.

Position Description

Collaborating with Vice President, Advancement this position will plan and execute the department's granting plan and insure annual and programmatic goals are met or exceeded. The Grants Manager reports to the Vice President, Advancement and works closely with the programming and education and outreach departments.

Duties and Responsibilities

- Provides manager-level oversight in fulfilling the financial goals of the department as they relate to grants;
- Implements strategic planning initiatives as they relate to Arsht Center's grant opportunities with foundations, individuals and government entities;
- Researches and reviews request-for-proposals;
- Works collaboratively with other Arsht Center executives to develop program goals and objectives, outline how funds are to be used, explain procedures necessary to obtain funding, and gather pertinent information;
- Consults with (serves as liaison to) grant program administrators from private foundations and public government entities;

- Works with finance and programming departments to prepare budgets and budget narratives;
- Writes grant proposals and letters of inquiry;
- Selects and prepares support material to be submitted with proposals, including artist work samples and press materials on the Center;
- Creates, maintains and executes the grant seeking calendar;
- Works in tandem with the Vice President, Advancement, Senior Directors of Development and Individual Giving, to incorporate the grant seeking strategy with the corporate, individual, major gift, membership, cultivation and stewardship strategies;
- Administers the post-award management process, including writing and editing interim and final reports on funded programs and assuring that all paperwork, including grant award contracts, are submitted in a timely fashion and according to deadline;
- Maintains electronic and hard copy master files on all grant proposals submitted and awarded;
- Maintains and submits call reports to Vice President, Advancement;
- Ensures compliance with the provisions of all federal, state, and local regulatory standards and reporting requirements;
- Ensures proper funding credit, including logo and acknowledgement, on appropriate marketing materials for grant-funded programs;
- Supports the Vice President, Advancement by arranging appointments, cultivating prospects, and following up on contacts and solicitations as needed;
- Performs other duties as deemed appropriate by the Vice President, Advancement.

Essential Qualifications

- At least 3 to 5 years experience in grants writing, preferably in a relevant field. An Associate's degree is required, Bachelor's degree is preferred. Creative writers, English and journalism majors are encouraged to apply;
- Excellent writing, editing, analytic, and interpersonal skills, as well as the ability to effectively manage multiple projects simultaneously and work successfully and efficiently under deadline;
- Computer proficiency in word-processing, understanding of and experience in preparing financial reports and spreadsheets;
- Must be detail oriented, organized and have good working knowledge of Microsoft Office products including Outlook, Word and Excel.

Experience

- A Bachelor's degree from an accredited college or university is required and a Master's degree preferred;
- Attendance at professional development events in the area of grants;
- Experience in working in ethnically diverse and/or international environments;
- Experience with strategic and operational planning and implementation of grant initiatives;
- Experience with budget preparation.

Desirable Qualifications

- Experience in working in a performing arts organization;
- Familiarity with the South Florida arts community;
- Experience working in a large, complex organization and general venue operations knowledge;
- Understanding of how to function effectively in a multi-ethnic work environment and community;
- Understanding of collaborative, team-oriented leadership style.

Skills and Core Competencies

- Intelligence;
- Creativity;
- Resourcefulness;
- Political Savvy;
- Negotiation and persuasion;
- Inspiring;
- Ability to communicate openly, effectively, and persuasively in both oral and written form with diverse audiences.

Personal Traits

- Action-oriented; a doer;
- Affable, easy to get to know;
- Determined and persistent;
- Highly energetic;
- Dedicated to accomplishing the organization's goals.

Expectations

The Grants Manager will be the primary person responsible for mobilizing the Center's grant program:

- Raise \$1M annually for operations and programs through a comprehensive grant program;
- Assist the Vice President, Advancement in building the Development Department into an effective fundraising team.

Physical Demands

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 25 pounds of materials.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

Qualified Candidates should send resumes with cover letter and salary requirement to:

The Adrienne Arsht Center

Attention: Grant Manager Search

1300 Biscayne Boulevard

Miami, FL 33132

Fax: 786-468-2001

Email: resumes@arshtcenter.org, with **Grant Manager** search in the title line.

The Adrienne Arsht Center is an Equal Opportunity Employer