

Grants Manager Job Description

www.think360arts.org

Job Description: Grants Manager

Reports to: Executive Director

Type: Full-Time, Exempt

Work Schedule: Primarily Monday – Friday, with occasional variation for evening or weekend events

Who We Are

We are Think 360 Arts for Learning: a dynamic nonprofit organization, a highly-regarded Colorado affiliate of Young Audiences, a proud Greater Denver affiliate of the Wolf Trap Institute for Early Learning Through the Arts, and a group of diverse, passionate individuals committed to transforming communities through arts education. Since 1963, we've been igniting creativity, fostering community bonds, and driving equity in K-12 schools and Colorado communities through direct services and vibrant creative experiences.

We envision a future where all communities can experience the transformative benefits of arts education, and to make this vision a reality, we need you!

We're now inviting applications for a Grants Manager. You will be instrumental in furthering our mission: to engage Coloradans of all ages in innovative arts programming that inspires creativity, builds community, and advances equity.

Our team is a unique blend of artists, educators, and change-makers. Our board is a diverse group of leaders committed to the power of arts. We celebrate our differences, foster an inclusive culture, and ensure that everyone has a voice. As a new addition to our team, you will contribute to this diverse and dynamic tapestry.

The position is hybrid, offering you the flexibility to work from both the comfort of your own space and our vibrant, art-filled Denver-based office space. We believe in balancing productivity with personal time, and flexibility is a key part of that.

If you're ready to make an impact, to inspire and be inspired, to contribute to a legacy of artistic engagement, and to join a team that's at the forefront of arts education in Colorado, we want to hear from you! Welcome to a work environment that is as creative, diverse, and flexible as you are. Welcome to Think 360 Arts for Learning.

Learn more about us: www.think360arts.org

POSITION SUMMARY

The Grants Manager is responsible for coordinating all grant and government contract duties for the organization, including preparing, submitting, and managing grant proposals and reports that support organizational goals and meet funder guidelines and criteria. This role also manages the Equity in Arts Learning for Colorado Youth regranting program. The Grants Manager will work closely with the Executive Director, with frequent support from the Education Director and Development & Marketing Coordinator on all of the above duties.

- Reports to the Executive Director (E.D.)
- Manage the Equity in Arts Learning for Colorado Youth (EAL) regranting program, to include:
 - Execute Think 360's regranting programs with a focus on Equity, Diversity, Inclusivity and Accessibility (EDIA) principles, promoting inclusivity, diversity, equity, and access for artists, organizations, and community partners.
 - Coordinate the selection process, fund distribution, reporting, and ensuring grantee compliance.
 - Assist EAL grant applicants and provide accepted grantees with support, resources, professional development, and program evaluation to ensure project success.
 - Collaborate with the E.D. and Education Director on funder communications, budgets, agreements, and recognition efforts.
 - Advise on related marketing and communications efforts, executed by the Development & Marketing Coordinator, encompassing social media, PR, and newsletters, and supporting print material.
- With support of E.D., Education Director, and contract grant writer, oversee and coordinate all organizational grant submissions throughout the year. Current major funders include (but not limited to): Colorado Creative Industries, Caring for Denver, NextFifty Initiative, Scientific and Cultural Facilities District (SCFD), PNC Foundation, Buell Foundation, and Virginia Hill Foundation.
 - Working closely with E.D., cultivate, manage, and maintain relationships with organizational funders and stakeholders through targeted and strategic outreach, interpretation, and stewardship.
 - Prepare applications and reports in accordance with funder requirements and deadlines for E.D. submission.
- Using Salesforce Customer Relationship Management (CRM) software, monitor application and reporting timelines and communicate them interdepartmentally to ensure meeting funder deadlines and requirements.
- In collaboration with the E.D. and Education Director, prepare strategic program and project budgets related to funding proposals/awards; ensuring that each is in format appropriate to both internal needs and funder understanding.
- Track and monitor annual revenue goals for grants to provide financial updates and recommendations to E.D. and board for annual budget development.
 - Working with E.D., identify funding opportunities and areas in need of greater development.
- Conduct internal and external research to identify funding opportunities with foundations, governmental agencies, corporate, and community-based funding organizations.

- Provide guidance to Think 360 staff on necessary and/or useful evaluation strategies to grow reporting capacity and improve outcomes-based proposal writing. Work with staff to ensure they are informed of the requirements of grant contracts and assist in advising on how best to navigate any necessary changes through communication with funders.
- Maintain and manage complete records and files in accordance with Think 360's record-keeping policies, related to past, present, and prospective grant-based donor engagement, that includes funder and proposal information, contracts, paperwork and key documentation.
- With support of Development & Marketing coordinator, acknowledge grant awards and foundation support throughout the year, as part of stewardship strategy.
- As needed, supervise volunteers and interns related to the position.
- Other duties as assigned.

Professional Qualifications

The ideal candidate currently is serving in a non-profit organization with 3-5 years of grants-related experience, with a mission of engagement with diverse communities. Think 360 Arts is seeking an individual with experience and evidence of the creation of innovative programming for educational settings. Requires ability to use abstract reasoning, problem solving, planning, and analytical skills in: training, evaluation, and program development.

Think 360 Arts is seeking an accomplished professional who is a self-starter, will anticipate individual and organizational needs, is organized, detail-oriented, gracious, innovative, demonstrates a can-do attitude, has strong communication skills, and is keenly interested in art, education and community development.

Core Skills

- Excellent time management, planning (short and long-term), written and verbal communication, strong organizational capabilities, detail-oriented.
- Proficiency in Google Workspace, MS Word & Excel, Salesforce (or similar CRM), grants management/application platforms (i.e. Submittable or similar), Canva, Chat GPT.
- Flexibility to adapt to varied work demands in a hybrid work environment.

Position Details and Application Directions

Salary: \$55,000 - 58,000 per year, commensurate with qualifications, experience and competencies.

Benefits: includes health and dental insurance with 100% individual premiums covered by the organization and options to include family at an additional cost, Simple IRA with a 3% match, and professional development opportunities including an annual stipend for each employee (dependent on budget). Time off includes three holiday weeks (Thanksgiving & Winter Breaks, aligned with Denver Public Schools Calendar) plus 6 paid holidays yearly. Think 360 Arts has a

self-managed time off policy to allow for healthy work-life balance; each employee is encouraged to take one week of PTO quarterly.

Starting date: ASAP, and preferably by January 2, 2024

How to apply: Please email a resume and cover letter to info@think360arts.org with the subject line: **Grants Manager Applicant**. No phone calls or mailed copies, please.

Internal candidates are encouraged to apply.

Deadline to apply: The organization's interview and selection process will begin on October 30, 2023, although the job posting will remain active and applications will continue to be accepted until the position is filled.

Think 360 Arts is an Equal Opportunity Employer. Should an offer of employment be extended to an applicant, employment with Think 360 Arts is at-will and is subject to all Denver City & County, Colorado and Federal law.