



Think 360 Arts For Learning – Grants Coordinator – Full Time Job Description

Job Title: Grants Coordinator

Reports to: Executive Director

Type: Full-Time, Exempt

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

Salary Range: \$45,000-\$50,000

POSITION SUMMARY

The Grants Coordinator plays a key role in supporting Think 360 Arts for Learning's regrants and funding efforts. This position is primarily responsible for:

- Managing day-to-day administration of the Equity in Arts Learning for Colorado Youth (EAL) regrants program
- Supporting the organization's broader grants portfolio

The Grants Coordinator is vital to the organization's continued financial health and growth, ensuring that deadlines are met, grant and regrants processes run smoothly, and funder requirements are fulfilled. This role works closely with the Executive Director (E.D.), with frequent support from the Education Director and Programs & Marketing Manager (i.e., the Programs Team).

OUR IDEAL CANDIDATE

We're seeking someone who:

- Is highly organized, collaborative, detail-oriented, and excited to build experience in nonprofit development and grantmaking
- Thrives in a coordination role and enjoys building and maintaining systems that keep people and timelines on track
- Is proactive, reliable, and comfortable working both independently and within established processes and systems
- Cares about equity in arts education, and is eager to support access to the arts across diverse communities statewide

This role is an especially strong fit for someone early in their nonprofit career who is looking to deepen their experience in grants and program coordination within a collaborative, mission-driven organization.

CORE RESPONSIBILITIES

EAL Regranting Program Coordination (Approx. 80% of workload)

- Coordinate the day-to-day implementation of the EAL regranting program
- Support logistics for application review and selection processes
- Track grant agreements, payments, reporting, and grantee communications to ensure compliance
- Serve as primary point of contact for applicants and grantees, providing timely communication and support throughout the grant cycle
- Maintain accurate records of all applications, awards, and program data for grantees
- Collaborate with the E.D. and Programs Team to support grantee success and troubleshoot challenges as they arise
- Assist in marketing and communications efforts across social media, marketing materials, newsletters, and other content
- Represent the organization and EAL at events and conferences
- Help maintain and improve grantee tracking, reporting, and evaluation systems
- Other duties as assigned

Organization Grants Support (Approx. 20% of workload)

- Maintain and support grant applications, materials, reporting, and communications in accordance with funder requirements and deadlines
- Assist in the preparation of grant application and reports, helping gather materials and organize required documentation
- Track deadlines and deliverables across multiple funders through grant portals and internal systems
- Working with the E.D. and Programs Team, conduct basic research and outreach around potential funding opportunities
- Work with staff to ensure they are aware of grant requirements and timelines, and help manage funder correspondence
- Help maintain and improve internal grant management processes and systems
- Other duties as assigned

KEY SKILLS & QUALIFICATIONS

Required:

- 1-3 years of experience in nonprofit administration, grants, programs, or a related field
- Strong organizational and project management skills, with the ability to manage multiple deadlines and priorities
- High attention to detail and ability to multitask in a fast-paced, asynchronous work environment

- Clear and professional written and verbal communication skills
- Comfort working with grants databases and management systems (e.g., Google Workspace, Monday.com, Salesforce, Submittable, and similar tools)
- Ability to work both independently and collaboratively in a small (but mighty!) team environment

Preferred (but not required):

- Experience working with regrating programs
- Familiarity with arts education and/or Colorado's nonprofit ecosystem
- Basic budget tracking or financial management experience

A Quick Note:

Even if you don't feel that you meet every single requirement listed above, we still encourage you to apply. At Think 360 Arts, we are much more interested in finding people that believe in our mission and can contribute to our team in a variety of ways, not just candidates who check all the boxes. We are happy to consider an equivalent combination of knowledge, skills, education, and experience that you feel meet these minimum qualifications.

HOW TO APPLY:

To apply, please submit the following as a single, combined PDF to info@think360arts.org.

1. **Resume** (*no more than 3 pages*)
2. **Cover Letter** (*no more than 500 words*) that addresses the following:
 - a. What specifically drew you to this role, and what about Think 360's work feels exciting to you?
 - b. Tell us about a time when you had to juggle multiple deadlines or stakeholders. What worked, and what would you do differently?
 - c. How do you stay organized when managing competing priorities and deadlines? Walk us through your process and any tools you use.

HIRING TIMELINE

- **Application Deadline:** Sunday, July 19, 2026 @ 12:00AM MST
- **First Round Interviews Begin:** Late July to early August
- **Second and Final Interview Rounds:** Mid to Late August
- **Expected Start Date:** Late August or Early September

Please note that this timeline may shift slightly as the process unfolds.

POSITION DETAILS

This is a 40 hour/week salaried position with flexible hours that intersperse working from home and working from an office. The salary for this position is \$45,000-\$50,000/year. Benefits include health and dental insurance with 100% individual premiums covered by the organization and options to include family at an additional cost, Simple IRA with up to 3% match, and paid professional development opportunities. 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 PTO policy to allow for healthy work-life balance; each employee is encouraged to take at least 1 week off quarterly.

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.

ABOUT THINK 360 ARTS FOR LEARNING

Founded in 1963 as Colorado's affiliate of Young Audiences, Think 360 Arts for Learning has been at the forefront of providing arts education in Colorado for over 60 years. We connect and inspire Coloradans of all ages through innovative arts programming that builds community, expands access, and advances equity. We envision a Colorado where every community has access to the transformative power of the arts, and where creative learning thrives statewide. Today, we are proud to be Colorado's leading arts education provider and work alongside schools, libraries, community organizations, and regional partners to deliver arts programs and experiences across the state.

Learn more here: <https://think360arts.org/>

ABOUT THE EQUITY IN ARTS LEARNING FOR COLORADO YOUTH (EAL) GRANTS

Led by Bonfils-Stanton Foundation, Colorado Creative Industries, and Denver Arts & Venues—and administered annually by Think 360 Arts for Learning—EAL grants are designed to dismantle systemic barriers that have long limited access to arts learning for youth who have been historically marginalized and those in rural communities.

Ranging from \$10,000–\$25,000, EAL grants support opportunities for youth ages 4-21 to engage with professional artists and strengthens statewide efforts to provide sustained, high-quality arts education. To date, EAL has invested more than \$1.3 million in schools and nonprofit organizations throughout the state, helping expand access to the arts for thousands of young people and increase awareness of the value of arts education across Colorado.

Learn more here: <https://think360arts.org/grants/>