



Manager, Grants and Arts Education

GENERAL DESCRIPTION

United Arts of Central Florida is a dynamic, \$6.3 million nonprofit with a 30-year established history in the four-county Metro Orlando region. Seeking an experienced grantmaking professional with a minimum of five years of demonstrated grant making experience with increasing responsibility.

The manager of grants and education reports to the President & CEO and is directly responsible for all aspects of the organization's grant programs and arts education contracts. Manages three grant programs (Operating Support Grants, Mini Grants, and Diversity Grants) that award, on average, \$1.5 million annually to approximately 50 nonprofit arts and culture organizations and oversees \$500,000 in education service contracts throughout four counties. Manages the Grants Coordinator.

ESSENTIAL DUTIES

Grants Process:

- Manage the organizations complete grants process including but not limited to: guideline review, application review, volunteer panel award process, contract award process, award reporting and payment approval. United arts uses Foundant online grantmaking software for all its grants processes;
- Review grant guidelines, applications and policies on a regular basis for best practices and compliance with funder requirements;
- Staff and manage the application review process;
- Plan panelist site visits, panel review process and facilitate panel meetings;
- Manage all aspects of grant compliance (contracts, forms, funds disbursement, periodic site visits)
- Manage Foundant online grant portal, including electronic application and reporting design and maintenance;
- Teach grant workshops; assist potential applicants; update website and promo for grant programs;
- Administrator for grants database and online application system for all grant and education programs; provide technical assistance for staff, applicants and panelists;
- Coordination of capacity building workshops and UA 101 workshops;
- Monitor and attend grantee events on as needed basis;
- Staff liaison to Standards & Allocations Committee;
- Manage grants database;

Arts Education:

- Manage arts education contract with Orange County Public Schools;
- Coordinate arts education service contracts within the school districts;
- Manage arts education website;
- Coordinate Annual Orange County Principals Appreciation Breakfast;
- Collaborate with the Events Database Administrator on the arts summer camp guide published in *Orlando Arts Magazine* and on United Arts' Website; and
- Other tasks as required.

EDUCATION AND WORK EXPERIENCE REQUIREMENTS

- Bachelor's degree from a four-year college or university
- Exceptional skill sets and experience may qualify in lieu of formal education
- Five or more years of demonstrated grants administration experience with increasing responsibility;
- Comfortable using and maintaining Foundant e-granting software for grant application design and maintenance;
- Superior written and oral communication skills;
- Ability to deal effectively with a wide range of people and situations;
- This position requires public speaking in a presentation and/or instructional setting;
- Ability to work independently, prioritize and manage diverse activities, and advance numerous projects concurrently;
- Ability to work in a team environment;
- Intermediate to advance math skills; must be able to add, subtract, divide, multiply, and work with fractions, percentages, and averages, both on a calculator and in Excel; and
- Intermediate to advanced user in Microsoft Word, Excel and Outlook;
- This position relies heavily on Excel for tracking and analysis.

TRAVEL AND OTHER

- Must have reliable car and current US driver's license
- Requires travel within the four-county region
- Ability to attend grantee cultural events;
- Travel is less than 20% of the position
- Must be able to lift 30 lbs.

United Arts' benefits include: medical, dental, life, long- and short-term disability, employee 401K, and very generous paid vacation, sick and holiday time.

Salary Range: \$50,000 to \$60,000. Salary is commensurate with experience.

Application Requirements:

Please submit a cover letter describing your experience as it relates to the requirements of this position and why you are interested in it along with your resume

Please email to: Finance@unitedarts.cc.

United Arts is a drug-free, smoke-free EOE.

In compliance with the Americans with Disabilities Act, United Arts will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Posted 02/11/2019. The position will remain open until it is filled.