



arts for life
INSPIRING COURAGE THROUGH CREATIVITY

Title: Grants Manager
Chapter: HQ
Pay Rate: \$22/hr
FLSA Classification: Non-Exempt
Schedule: 20 hrs/week Must be available 9:00 am to 11:00 am two mornings a week, Mon-Thurs Remaining hours have some flexibility with approval from the Executive Director
Posting Date: 08/30/2024
Closing Date: 10/20/2024 @11:59 pm
Mission
Arts For Life is a 501(c)(3) nonprofit organization dedicated to supporting pediatric patients and family members through arts education and engagement. By providing educational art programs, we enrich patients' lives, nurture their minds and spirits, and encourage positive healthcare experiences for children and their families. We currently serve children and family members in three chapter communities across North Carolina.
Position Summary
The Grants Manager supports the Executive Director's implementation of Arts For Life's overall development strategy by managing grants, including research, writing/application and reporting. All grant and fundraising efforts will align with the values and mission of Arts For Life and with the development goals established by Arts For Life leadership.
Scope of Position
The Grants Manager reports to the Executive Director and assists them in the implementation of the organization's grant strategy. The Grants Manager works closely with the Director of Operations and Finance, as well as the Arts For Life Board of Directors, particularly the Development Committee. They will also coordinate with program staff to collect data, testimonials and impact stories to inform grant reports.
Responsibilities and Duties

The Grants Manager will:

- Work closely with the Executive Director, staff, and Board of Directors to manage grants in support of the overall development plan for Arts For Life
- Serve on the Board Development Committee and attend meetings to provide grants updates
- Research, identify and cultivate new grant opportunities and funders
- Maintain and develop positive funder relations through effective stewardship
- Effectively utilize Arts For Life's online donor database as related to grant funders (Foundations, Organizations, etc)
- Serve as the lead for grant writing activities across the organization: including researching grant opportunities, writing grant proposals and reports, and maintaining a schedule of upcoming proposals and deadlines
 - Determine, gather and manage data required for use in preparing applications and reports
- Visit chapters periodically to observe programming in support of applications and reports
- Support sponsorships for fundraising events, including researching opportunities and writing proposals to organizations

The Grants Manager may occasionally perform other development-related duties as requested.

Qualifications

- Excellent oral and written communication skills
- Successful experience in development and grant-writing, at least 2 years highly preferred
- Demonstrated ability to cultivate relationships with funders
- Database management skills and ability to handle confidential information with discretion
- Demonstration of a commitment to the values and mission of Arts For Life

Because of the population we serve, all Arts For Life employees are required to have annual flu shots and COVID vaccinations.

This position is subject to the successful completion of an employment background check. An employment background check can include a criminal background check, employment verification, reference checks, license verification, academic verification, and credit history check.

Environment

The Grants Manager works remotely. Office space will not be provided, but necessary office supplies will be—including technology such as a computer and a printer, as well as an Internet stipend. Access to secure, reliable internet is required.

Occasional travel (3-4 times a year, a maximum of once/quarter) is an expectation of the Grant Manager position, to observe programs at our partner hospitals in support of grant writing/reporting. The Grants Manager should have access to reliable transportation and mileage reimbursement will be provided.

Arts For Life's administrative office is located in Asheville, NC. However, the Grants Manager may be located in or near any one of Arts For Life's current NC chapter cities (Asheville, Charlotte and Winston-Salem) and must be a resident of North Carolina.

Physical Requirements

The physical requirements of this position are minimal and considered sedentary work, including reaching, lifting, fingering, grasping, talking, hearing, and some repetitive motions.

Working Conditions:

- While a low risk due to the infrequent nature of in-person meetings in hospital settings, the Grants Manager may be exposed to infectious diseases within a hospital setting
- Worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading
- Worker is required to enter text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-Key numeric keypad

EEO Statement

Arts For Life is committed to equality of employment and does not discriminate against applicants or employees based on race, color, national origin, ethnicity, age, gender, cultural background, socioeconomic status, religious beliefs, sexual orientation, gender identity or expression, disability or diagnosis, genetic information, or veteran status. Moreover, Arts For Life is committed to recruiting a broadly diverse pool of qualified candidates for this position.