



## Position Announcement Grants Manager

The [Arts & Humanities Council of Montgomery County \(AHCRC\)](#) seeks a Grants Manager to provide oversight for [AHCRC's grant making program](#). The ideal candidate has superb customer service skills, is organized, detail-oriented, data-driven, enjoys recruiting panelists and is passionate about philanthropy. The Grants Manager will work collaboratively with the Grants Director, the Assistant Grants Manager, and the Grants Coordinator. The Grants Manager will report to the Grants Director.

This position is full-time; 40 hours per week. AHCRC is a hybrid organization. Telecommuting is an option three days a week. Staff work in the office two days per week. Occasional evening and weekend hours will be required however, the Grants Manager will receive advance notice allowing for planning. For a successful employee, this position offers growth opportunities within the organization. Employees are encouraged to engage in professional development every fiscal year.

### Responsibilities include, but are not limited to:

#### Implement the grant process:

- Provide applicant and grantee consultations for the submittal of grant proposals
- Collaboratively design and co-facilitate grant preparation webinars with grants staff
- Update grant guidelines and suggest alterations
- Update online grant applications and suggest alterations
- Review applications to determine eligibility
- Recruit panelists for application review panel meetings
- Manage panelist's review of applications; providing feedback on their work prior to panel meetings
- Provide support for the Grants Director during panel meetings
- Finalize and disseminate grant award agreements
- Review grantee reports and monitor grantee accountability
- Maintain up-to-date grants program data for reporting
- Maintain and develop relationships with grantees, including attendance at grantee events
- Work in conjunction with the Grants Assistant Manager and the Grants Coordinator to update and maintain [SurveyMonkey Apply \(SM Apply\)](#), AHCRC's online grants portal containing all applicant and grantee applications, grant agreements and reports

#### Finance and Budgeting:

- Collaboratively manage grant dispersal budget and panelists stipends, receiving assistance from the Grants Coordinator and the Assistant Grants Manager
- Collaborate with the Grants Director to prepare the annual county budget request



### **Minimum Qualifications:**

- Exemplary interpersonal and customer service skills
- A strong interest in arts and humanities philanthropy
- A strong desire to promote Diversity, Equity, Inclusion, and Access (DEIA) in cultural philanthropy to increase support for marginalized individuals and communities
- Understand the importance of working in an open, collaborative, multicultural, high-integrity office
- Proficient in Microsoft Office, with a clear understanding of Word, Excel, PowerPoint, and Outlook functionalities
- Strong understanding of quantitative data analysis for monitoring grant categories and reporting
- Excitement about learning to use new technology
- Acute attention to detail
- Strong planning skills
- Excellent oral and written communication skills to convey critical, time-sensitive information internally and externally
- Superior editing skills
- Experience managing multiple projects of varying timelines simultaneously
- An ability to think through projects from start to finish, and address challenges in a collaborative and productive manner
- A strong interest in applicant, grantee and panelist relationship building
- Bachelor's degree

### **Competitive Skills:**

- 3-5 years of professional experience in philanthropy, grant making or related field
- The completion of coursework in a related field: the arts, humanities, arts administration, non-profit administration, economics, business
- Supervisory experience; managing full-time, part-time, seasonal employees or interns
- Knowledge of the arts and humanities in Montgomery County and/or the DC metropolitan region
- Knowledge of [SurveyMonkey Apply](#) or other online grant application portals

**Compensation:** Salary range \$80,000 - \$82,000. Exciting benefits package includes flextime, paid vacation, sick leave, health insurance, 403(b) plan, professional development, and a transportation allowance. No relocation allowance provided. AHCMC expects to fill this position by March 31, 2025.

**To Apply:** Send a cover letter, resume, writing sample, and contact information for three professional references to [hr@creativemoco.com](mailto:hr@creativemoco.com). Word and PDF files only. **No phone calls please!**