

## **GRANTS MANAGER**

### **JOB DESCRIPTION**

The Grants Manager provides full-cycle grants administration for Arizona Humanities (AH). Grants are a core part of AH's mission to promote access to the public humanities in Arizona. Responsibilities include management and oversight of all pre-award and post-award grants outreach, communications, training, financial reporting, and regulatory compliance. This position works closely with the Executive Director, staff, and board to administer grants statewide. The position reports directly to the Executive Director.

### **GRANTS ADMINISTRATION**

- Conduct webinars and other trainings as needed to solicit diverse grant applicants, foster accessibility to public humanities grants, and encourage capacity building.
- Review all grant applications for eligibility and ensure contract compliance with federal grant terms and conditions.
- Assist applicants with the grants process to ensure timely submission of letters of interest, grant applications, and any required forms and documents. Help applicants define humanities focus and locate appropriate scholars.
- Coordinate the grants review process, including direction of grants review panels and support staff.
- Maintain the grants database as needed for internal and external reporting, including contracts, documents, and final reports. Maintain the scholar database.
- Develop and implement special grant initiatives, including promotion and outreach, grant review/award procedures, fiscal management and reporting for special NEH and other grant awards. Assist Program Manager with coordination of related programming activities.
- Serve as liaison to designated AH Board committees. Assist with tasks as assigned by the Executive Director.

### **FINANCIAL MANAGEMENT**

- Ensure that grantees are operating per grant contracts and in compliance with federal grant terms and conditions. Provide documentation as needed to the CPA firm.
- Develop and monitor annual grants budget and assist with financial planning. Produce monthly reports to the Executive Director and Board as needed.
- Provide grants data and history for the annual audit, NEH compliance reports, and promotional materials as needed.

## **OUTREACH AND ADVOCACY**

- Assist with humanities advocacy statewide and nationally to foster knowledge of and support for the humanities. Help develop advocacy materials for periodic reporting to state and federal representatives (Congress) in cooperation with the Executive Director and Board.
- Assist with development of marketing materials to promote AH grants, including press releases, e-news, social media, and print communications.
- Represent AH at national conferences or regional meetings. Assist with public education and advocacy through service on community boards, committees, and leadership forums as needed.

## **SKILLS AND QUALIFICATIONS**

- Knowledge of nonprofit funding, basic accounting, and federal grants management highly preferred. Bachelor's degree or equivalent and 3-5 years demonstrated grants management experience (advance degree preferred).
- Knowledge of and commitment to the humanities. Culturally competent and ethical professional committed to honoring diverse experiences, cultures, and perspectives.
- Outstanding written and verbal communication skills with demonstrated diplomacy and professionalism. Ability to plan and facilitate productive meetings. Bilingual a plus.
- Strong organization and time management skills. Ability to work independently and as an enthusiastic and supportive team member. Willing to ask questions, learn, and constructively share feedback.
- Proficient with grants management software (Foundant or comparable), cloud applications (Microsoft Office 365, Adobe), and virtual media platforms (Zoom). WordPress experience a plus.

## **SALARY AND BENEFITS**

Benefits include health insurance, retirement plan, observance of federal holidays, and paid time off. Salary range \$50-60K DOE. Arizona Humanities strives to achieve excellence through a diverse, equitable, and inclusive work environment. Please e-mail your resume and cover letter including three references to Brenda Thomson, Executive Director: [bthomson@azhumanities.org](mailto:bthomson@azhumanities.org) Position open until filled. Qualified individuals should apply now.

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