

Rockford Area Arts Council

Job Title: Grants Officer

Full-time position

Rockford Area Arts Council, background description

The Rockford Area Arts Council exists to support, promote, and develop access to the arts for everyone. The arts stretch across economic and social barriers, and, through member support, the Arts Council facilitates access to the arts for children, adults, and seniors. We achieve this goal by granting money to artists and arts organizations that oversee programs for under-served communities; supporting arts education and programming; developing collaborative relationships with the City of Rockford, the Rockford Area Convention and Visitors Bureau, Transform Rockford, and regional school districts; overseeing events that showcase local talent; and advocating for the arts at the local, state, and federal level. The Arts Council is the collective voice of individual artists and regional arts organizations; We believe in the transformative power of the arts and their ability to set the tone for a city's creative and cultural infrastructure. The Arts Council utilizes our strategic partnerships every day, collaborating with municipal, corporate, and non-profit bodies to effectively serve our arts and culture community.

General Job Description

Under the direction of the Executive Director, the Grants Officer will serve either as a lead team member in developing and writing grant proposals to foundations and government agencies to obtain funding for Arts Council activities or is responsible for compliance with and dissemination of grants funded initiatives and programs. The Grants Officer will align policies, guidelines, rules, deadlines, and regulations to meet the calendar obligations of the Arts Council staff and community stakeholders.

The Grants Officer position also acts as liaison to the Arts Council's partner organizations; the Grants Officer will host grant-seeker workshops for partner organizations and individuals and facilitate grants-driven employment opportunities for the purpose of planning and developing collaborative relationships and programming, and increased access to the arts. The position of Grants Officer requires the exercise of considerable initiative and independent judgment. The Grants Officer will perform additional related duties, as required.

Essential Job Functions:

- Coordinate a grants calendar, manage grant activities, timelines, due dates, and resources
- Develop data reports that compile application data for effective, timely proposals
- Liaise with regional arts & culture organizations by providing grant workshops and time-sensitive Q&A sessions for commonly applied-for grants
- Provide Executive Director with grant deadlines, updates, and potential funding opportunities
- Assist Executive Director with scheduling and attendance at community + committee meetings
- Liaise with Regional Planning Council to develop twice-monthly filtered grant opportunities
- QuickBooks input as it relates to grant awards and compliance
- Preparation of a detailed and dynamic annual Grants Report for staff and Board of Directors
- Create and maintain comprehensive grant-related documentation, plans, and reports

Required:

- Bachelor's Degree
- Extensive grant experience
- QuickBooks experience
- Bilingual is a plus
- WordPress experience is a plus

Desired Qualities:

- State, Federal, and private foundation grant-writing and grant compliance experience
- Proficient in QuickBooks, Microsoft Word, Excel, Outlook, Google, and PowerPoint
- Excellent writing skills
- Effective time management
- Multi-tasking + pro-active
- Demonstrate initiative
- Demonstrate stellar organizational skills
- Keen interest to work in a fast-paced, creative environment
- Enjoy people and dynamic teams with diverse experiences—We have fun together!

Physical Requirements & Work Environment:

- Occasional lifting, transport, errands, etc. as it relates to the position or other Arts Council needs
- Primarily the Grants Officer will be in the office environment, with off-site in-person meetings
- Attendance at Arts Council-sponsored events, programs, initiatives, etc.
- Substantial amounts of communications—email, phone, and in-person—and computer work

Salary & Benefits:

- Salary is commensurate with experience, \$44-54,000
- Benefits include 10 days PTO, 7 personal days, 10 sick days, 15 holidays + 1 floating holiday
- Health, Vision, Dental, ST/LT Disability Insurance
- Perks include:
 - Christmas to the New Year paid time off
 - Work from home, available upon request
 - Flexible time, available upon request

How to Apply:

Submit a cover letter and resume to Mary@artsforeveryone.com by July 1st, 2022