



Position | grants manager
Reports to | director, grantmaking strategy and communications
Direct Reports | none

About the Position

Cuyahoga Arts & Culture (CAC) seeks a manager to **oversee the day-to-day operations of a portion of grants in our three primary focus areas:** project support, cultural heritage, and general operating support. Grants managers also support resident-led and community-based grantmaking. In this position you will **gain in-depth knowledge of** and **build strong working relationships** with about 100 grant recipients. You will also **participate in the evaluation of CAC's grantmaking** and suggest and implement improvements. You will also **support the work of fellow grants managers** and teammates.

About Cuyahoga Arts & Culture

We are the region's largest funder of arts and culture, connecting people to millions of cultural experiences in Cuyahoga County each year. Since 2007, we have invested \$230 million in tax dollars in 472 organizations and projects countywide. [Learn more about our mission, vision, and values.](#) CAC is committed to conducting its work through a racial equity lens. See www.cacgrants.org/equity for more.

Why Work with Us?

We are a team that believes in connection, discovery, equity, service, stewardship, and trust. We encourage each team member to pursue personal and professional development opportunities as part of their yearly objectives. We offer an excellent benefits package including: **25 days of paid time off; 11 paid holidays; medical, dental and vision coverage; and potential for a hybrid work environment.** Our office hours are 8:30 am-4:30 pm Monday-Friday. This position is a 40 hour/week, full-time position with occasional night and weekend responsibilities.

What Are the Essential Functions of the Position?

- Serve as in-house liaison for grant recipients and provide them thoughtful feedback and guidance on their activities.
- Manage all administrative matters associated with grants, including application development, processing reports, payments, etc.
- Lead creation and evaluation of grant-related materials and workflow.
- Design and conduct workshops and resources and provide technical assistance to applicants.
- Play a key role in ongoing evaluation and revision of grantmaking processes, policies, and procedures.
- Conduct site visits and keep in regular communication with grant recipients to build on existing relationships and stay abreast of their activities.
- Identify, advocate for and support marketing of grant recipients' events and activities.
- Assist in communicating CAC's goals to the community, including presenting at community events.

What Are the Minimum Requirements for the Position?

- Have demonstrated relevant, professional experience working with nonprofit organizations and an understanding of the operational and administrative needs and complexities.
- Have a keen interest in and understanding of Cuyahoga County's arts and cultural assets.
- Have an understanding of racial equity's core constructs and interest in active learning and ongoing conversations around race.
- Have demonstrated project management skills and the ability to take ownership of projects from conception to completion, work effectively and collaborate with peers, organize processes, and identify the steps required to manage complex work.
- Be an effective communicator with the ability to lead conversations and navigate different professional environments.
- Have demonstrated proficiency with online office environment, including data management systems.
- Have the ability to manage multiple projects, timelines and day-to-day work effectively.
- Have the ability to work independently while also actively supporting the work of the grantmaking team and your CAC co-workers.
- Have a commitment to reflection, change and process improvement and the ability to evaluate and apply a critical thinking to your work.

Compensation

The salary range for this position is \$50,000 - \$60,000. Benefits include medical, dental and vision insurance; 25 days of paid time off and 11 paid holidays; participation in the Ohio Public Employees Retirement System (OPERS).

How to Apply

If you meet the requirements of this position, submit a resume and cover letter to application@cacgrants.org. Please indicate in your cover letter how you learned about this position and what about arts and culture in Cuyahoga County excites or inspires you. Incomplete submissions will not be considered. No phone inquiries, please. The deadline for applications is Monday, April 17, 2023.

We are an Equal Opportunity Employer committed to fostering and cultivating a culture of diversity and inclusion, where every team member is valued and respected. Applicants from populations historically underrepresented are strongly encouraged to apply. All applicants will receive consideration for employment without discrimination based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, ability, age, or veteran status.