

JOB DESCRIPTION
PACT, INC. - RUTH ECKERD HALL

POSITION:	Grants Manager	STATUS:	Exempt
DEPARTMENT:	Development	STARTING PAY:	
REPORTS TO:	Chief Development Officer	PAY RANGE MINIMUM:	
		PAY RANGE MAXIMUM:	

POSITION CONCEPT:

Research and identify grant opportunities for the Hall. Write or otherwise prepare all grant proposals as well as any required follow up materials or reports. Assist appropriate staff in program development for purposes of securing available grants.

ESSENTIAL FUNCTIONS:

- Research and identify grant opportunities that meet the guidelines, needs and priorities as set forth by the organization.
- Consult with the President and CEO and the Chief Development Officer of the Ruth Eckerd Hall Foundation, the Chairman of the Board, the Director of Education for the Marcia P. Hoffman Performing Arts Institute and the Director of Entertainment to determine grant needs and to communicate grant opportunities.
- Write and otherwise prepare agreed upon grant applications and proposals.
- Prepare, assist or obtain from appropriate staff the budgets and supporting materials necessary for an effective grant request.
- Work closely with President and CEO and Chief Development Officer on arts advocacy issues including managing arts advocacy information provided to constituents and preparing information and letters to government officials as needed.
- Serve as the staff lead for the Advocacy Committee of the Board.
- Interact closely with the CFO to monitor financial requirements for each grant.
- Prepare and maintain grants calendar tracking pre-bid conferences, proposal deadlines, oral defenses, financial and programming reporting.
- Prepare appropriate Board Members or staff for oral defense of applications and proposals, or as assigned provide the oral defense.
- Prepare or assist appropriate staff in preparing program evaluations of grant-funded programs as required by grant.
- Maintain constituent profiles of granting organizations in database.
- Participate in Dress Circle duty as scheduled.

ADDITIONAL RESPONSIBILITIES:

- Professionally represent Ruth Eckerd Hall at all times.
- Attend various organizational meetings.
- Complete all other duties as assigned.

QUALIFICATIONS:

Education:

- Bachelor's degree with a concentration in arts administration, nonprofit management, education, public relations or marketing.

Experiences:

- Two to three years writing grants for both public and private funds.
- Two to three years of general work experience in a performing arts or arts education setting.

Demonstrated Skills or Knowledge:

- Demonstrated ability to write, assemble, defend and secure grants in a competitive environment and for amounts in excess of \$500,000.
- Advanced public speaking and writing skills.
- Ability to understand and communicate the big picture as well as the ability to develop and implement the required support system and details to achieve desired outcomes.
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- Proficient in the application of word-processing and spreadsheet software and ability to learn new software as needed.
- Demonstrated commitment to the principles of teamwork and shared responsibility.
- Ability to multi-task and meet simultaneous deadlines.
- Ability to plan, organize, and coordinate people, tasks and projects for efficiency.
- Ability to handle confidential conversation, correspondence and records.
- Ability to relate to a diverse group of people including staff, board members, educators, students, community leaders and residents.
- Ability to exercise a degree of judgment in setting up records, maintaining accurate figures and establishing order of importance.
- Ability to operate basic office equipment such as copier, fax machine, telephone, computer and printers.
- Ability to anticipate problems or to identify them before significant impact on service delivery, expenses or revenues.
- Basic knowledge of ADA, safety regulations and fire codes as it relates to delivery of services.

Physical Demands:

- Ability to lift and carry up to 25 lbs.
- Ability to operate a computer terminal.
- Ability to operate basic office machines.
- Ability to use a telephone.
- Ability to drive.
- Ability to maintain good attendance is a condition of employment and a function of this position.
- Ability to travel locally, regionally and nationally.

Other:

- Valid driver's license and safe driving record.

Prepared by: Debra Vermeer, Director of Human Resources, August, 2007.
