



Position Description: Grant Manager

Overview:

The Grant Manager supports the mission of Pones by seeking funding which allows the organization to enact its mission of *providing artistic opportunities for community growth by creating engaging new ways for audiences to experience dance*. Funding sources include the full range of local, regional, state, and national sources, across both government and private sectors. Examples of recent and ongoing grantors include the Kentucky Arts Council, ArtsWave, Greater Cincinnati Foundation, the Charles H. Dater Foundation, the Elsa Heisel Sule Foundation, and Horizon Funds of Northern Kentucky. For specific details on Pones productions and programs, please visit www.pones.org.

Required Skills:

- Basic skills in grant research, data collection, record keeping, and narrative/persuasive writing
- Excellent grammar and written communication skills
- Strong research skills, organization, self-motivation, and attention to detail
- A general knowledge of arts funding landscape and a commitment to diversity and inclusion

The ideal candidate will also have knowledge of Pones programming, structure, budget, competitive landscape, and other company details relevant to grant research, writing, and reporting.

Duties:

- Research funding opportunities which appropriately fit the mission and programs of Pones
- Draft and submit grant applications/proposals according to funder guidelines, in collaboration with the Executive Director, program staff, and board treasurer
- Maintain an up-to-date list of grant application and report due dates and ensure timelines are met
- Maintain required/appropriate statistical, narrative, and budget data for follow-up reporting, in collaboration with the Executive Director, program staff, and board treasurer
- Draft and submit grant reports/evaluations according to funder guidelines, in collaboration with the Executive Director, program staff, and board treasurer
- Establish and nurture personal contact and relationships with funders and program officers, in collaboration with the Executive Director and Pones board members
- Meet with the Executive Director as needed to enhance understanding of the mission, vision, programs, and needs of the organization
- Update the Pones Board of Directors and Executive Director on progress via periodic attendance at board meetings or other appropriate correspondence
- Attend staff meeting every other month for 2 hours (October, Dec, Feb, April, June, Aug)
- Attend applicable networking/professional development events on behalf of Pones

- Execute additional projects/duties as mutually agreed upon with the Executive Director

Hours: Hours are flexible, and most tasks for this position can be performed remotely via digital communication. Pones can accommodate nearly any schedule and is seeking 20-29 hours per month, including weekly check-ins, starting as early as October 2021.

Pay: \$20-\$25 an hour based on applicant's experience, with potential for increases as merited during periodic reviews and approved by the Board of Directors; 6-month minimum commitment required.

Pones is committed to fostering a culture of anti-racism and inclusion in all areas of its work. Qualified individuals who bring diverse perspectives and life experiences to the team are especially encouraged to apply.

To apply, send a resume and short example of grant writing to Kim Popa at kim@pones.org, with the subject "Grant Manager – [Your Last Name]".