

Position Announcement - August 30, 2024

GRANTS MANAGER - 20 hrs/wk

Arts For Life Remote Position



Arts For Life (AFL), a 501(c)(3) nonprofit organization headquartered in Asheville, NC, is currently seeking a Grants Manager to support the Executive Director's implementation of Arts For Life's overall development strategy by managing grants, including research, writing/application and reporting.

ABOUT ARTS FOR LIFE

Arts For Life is dedicated to supporting pediatric patients and families through arts education and engagement. By providing educational arts programs, AFL enriches patients' lives, nurtures their minds and spirits, and encourages positive healthcare experiences for children and their families. AFL currently serves children and their families in three chapter communities across North Carolina (Asheville, Charlotte, and Winston-Salem).

Arts For Life's core values are creativity, compassion, learning, collaboration, and inclusion. Its organizational culture can be described as empowering and supportive, with a strong focus on its mission and clients.

POSITION OVERVIEW

This position is part-time [20 hrs/wk] and non-exempt. Hiring pay rate \$22/hr. Benefits include a generous paid time off policy, with 9 additional paid holidays. The Grants Manager works primarily remotely and will occasionally be asked to travel to AFL's chapter communities to observe programs in support of grant writing/reporting.

Arts For Life's administrative office is located in Asheville, NC. However, the Grants Manager may be located in or near any one of Arts For Life's current NC chapter cities (Asheville, Charlotte, and Winston-Salem) and must be a resident of North Carolina.

The Grants Manager reports to the Executive Director and assists them in the implementation of the organization's grant strategy. The Grants Manager works closely with the Director of Operations and Finance, as well as the Arts For Life Board of Directors, particularly the Development Committee. They will also coordinate with program staff to collect data, testimonials and impact stories to inform grant reports.

QUALIFICATIONS

- Excellent oral and written communication skills
- Successful experience in development and grant-writing, at least 2 years highly preferred
- Demonstrated ability to cultivate relationships with funders
- Database management skills and ability to handle confidential information with discretion
- Demonstration of a commitment to the values and mission of Arts For Life

Because of the population we serve, all Arts For Life employees are required to have annual flu shots and COVID vaccinations.

This position is subject to the successful completion of an employment background check. An employment background check can include a criminal background check, employment verification, reference checks, license verification, academic verification, and credit history check.

TO APPLY

For full job description, visit artsforlifenc.org/now-hiring

Send the following as a PDF—preferably in a single file—*via email only* to [hiring@artsforlifenc.org](mailto: hiring@artsforlifenc.org)

- Cover Letter
- Resume
 - Please be sure to include any special skills or past experience that may be relevant to the position, such as writing, research organization, deadline management, etc.
- Three references—include email address and phone number
- At least 1 professional or academic writing sample – no more than 3
 - Copies, pdfs, links, etc are all welcome
- Written responses to the following – 120 words maximum per question
 - What draws you to this position?
 - Share a favorite or formative story from your childhood.
 - Describe your organizational style.

Application deadline: Sunday, October 20, 2024, at 11:59 PM

Inclusion is a core value of Arts For Life. In our hospitals and clinic programs, everyone is welcome at the art table. This belief and practice carries over to our workspace and hiring process. Arts For Life is committed to equality of employment and does not discriminate against applicants or employees based on race, color, national origin, ethnicity, age, gender, cultural background, socioeconomic status, religious beliefs, sexual orientation, gender identity or expression, disability or diagnosis, genetic information or veteran status. Moreover, Arts For Life is committed to recruiting a broadly diverse pool of qualified candidates for this position.