



<b>TITLE:</b>	Grants Manager
<b>STATUS:</b>	Exempt, full time with benefits
<b>REPORTS:</b>	Associate Director of Development
<b>DATE:</b>	May 2021

SITE Santa Fe ("SITE") is a non-profit contemporary arts organization based in Santa Fe, New Mexico. Since its founding in 1995, SITE Santa Fe has presented 11 biennials, more than 90 contemporary art exhibitions, and works by hundreds of emerging and established artists from around the world. SITE also presents public and educational programs that include conversations with artists and curators, film screenings, performances, concerts, hands-on workshops, and collaborations with Santa Fe Public Schools.

SITE Santa Fe is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, gender, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

### **Summary**

The Grants Manager coordinates all of SITE's grant application activities to private foundations and government agencies, including prospecting, stewardship, application, and reporting. The Grants Manager collaborates with a range of SITE staff members to write narratives for grants in support of SITE's exhibitions, education programs, public programs, marketing efforts, facility improvements, special initiatives, and general operating. The Grants Manager works closely with the Development Department in meeting annual fundraising goals, and reports to the Associate Director of Development.

### **Key responsibilities**

- Oversee all aspects of SITE grant application efforts including:
  - research for funding opportunities
  - grant writing and submission
  - post-award grant administration
  - invoicing and reporting
- Ensure annual registration and compliance with various government entities such as SAM.gov, New Mexico Office of the Attorney General, and the City of Santa Fe.
- Manage a grant tracking database containing annual budget projections and goals, deadlines, and awards.
- Collaborate with Phillips Executive Director, Associate Director of Development, and Board Development Committee to determine cultivation strategy for acquiring new grants and application opportunities.
- Collaborate with the Phillips Executive Director and members of each department (Exhibitions, Education, External Affairs/Development, Facilities) on grants specific to their programmatic areas.

- Work with the Director of Finance and Administration to create budget proposals, revise and resubmit budgets for awarded grants, and produce actuals for final reports.
- Provide grant reports for Board Meetings, All Staff Meetings, and Development Department's meetings, as necessary.
- Create and schedule SITE's master grant calendar to assure all grants are submitted on time and reporting deadlines are met.
- Develop relationships with the staff of foundations, local government funding entities, and other current or potential funders.
- Support fundraising efforts for SITE's Business Council through proposal development.
- Work with the Director of Finance and Administration to support the Annual Audit process.

### **Qualifications**

1. At least 3 years of grant writing and grants administration experience.
2. Exceptional technical and creative writing skills.
3. Excellent communication and networking skills.
4. Knowledge of the local and national arts and culture fundraising landscape, and the ability to proactively research appropriate grant opportunities.
5. Ability to prioritize and manage time, multitask, take initiative, and meet deadlines in a fast-paced environment with rapidly shifting priorities.
6. Must be a self-starter and creative problem solver.
7. Experience analyzing and interpreting organizational and program budgets.
8. Excellent organizational and analytical skills, and a strong attention to detail.
9. Ability to work collaboratively with staff and maintain a high degree of professionalism in a dynamic and creative setting.
10. Discretion in handling confidential and sensitive information.
11. Embrace SITE's commitment to diversity, equity, inclusion and accessibility.
12. A high degree of computer literacy and competency in the MS Office suite, particularly Excel, PowerPoint, and Word.

**Application instructions:** Applicants should submit a resume, a cover letter, and two (2) writing samples to [job@sitesantafe.org](mailto:job@sitesantafe.org), with the subject line "Grants Manager".