

JOB OPENING

POSITION

Grants Manager (part-time, freelance/consultant)

THE OPPORTUNITY

Kupferberg Center for the Arts (KCA) seeks a resourceful, self-motivated, and versatile freelance Grants Manager who will support KCA's development strategy through the organizing, drafting, researching, and management of foundation, corporate, and government grants. The Grants Manager coordinates applications, reports, funder requirements, and correspondence to existing funding sources and identifies new funding opportunities for the organization. The position must successfully manage a calendar of internal and external deadlines, and requires exceptional attention to detail, self-sufficiency, prioritization, and time management.

The largest multi-disciplinary arts entity in the borough of Queens, Kupferberg Center's overall mission is to provide high-quality accessible and affordable cultural attractions to the Queens College community and the borough's 2.4 million residents. KCA features world-class artists and performances at its main stage campus venues, and showcases the talents of emerging and regional artists in off-site, neighborhood settings. A leader in the cultural landscape of Queens, KCA connects residents of the most culturally diverse region in the nation to their unique artistic heritages, showcasing these arts to a broader audience and highlighting the contributions each makes to the distinct nature of our campus and community.

The Grants Manager will report to the Director of Strategic Partnerships and Development.

RESPONSIBILITIES

- **Proposals and Reports:** Organize and manage calendar deadlines, gather internal sources of information in a timely fashion including program details, budgets, and statistics, track submitted applications, and report accurate statistical and narrative information.

- Writing: Draft compelling letters of inquiry, proposals, reports, and acknowledgement letters for existing and prospective foundation, corporate, and government funders. Work with program staff to provide “close-to-finished” narrative for proposals and reports to leadership as needed. Edit existing materials for updated proposals and reports, tailoring each draft to speak to the specific funder. Imperative to write with attention to detail and accurate information, addressing the prompted questions clearly.
- Work closely and collegially with relevant Queens College offices to obtain and provide information as well as submit drafts and budgets.
- Data Management: Record and track up-to-date funder and prospect information including all deadlines, giving history, current agreements and payments, program-specific funding, and application and reporting procedures. Work closely with Marketing to ensure funder agreement crediting and logo requirements are fulfilled.
- Research: Explore and analyze funder databases, peer organizations’ websites, 990s, community resources, local corporations, outside referrals, and other sources to find new potential funders that fit the organization’s mission and programming.
- Relationship Maintenance: Help leadership prepare materials to update funders as needed, including programmatic activity, attendance numbers, funding news, and other.
- Supplemental Materials: Maintain up-to-date standard supplemental materials for proposals and reports such as funder lists, board lists, program examples/work samples, statistics, budgets, and other materials as needed.
- Meet with leadership on a weekly or bi-weekly basis to report on status of proposals, reports, and acknowledgement letters, prospect research, and other open items.

EXPERIENCE & QUALIFICATIONS

- Minimum 2-3 years of professional experience in grants management
- Impeccable attention to detail
- Highly skilled in prioritizing and organizing a complex calendar of deadlines
- Excellent written and verbal communication skills
- Self-motivated with the ability to work well in a team environment under minimum supervision
- Experience with Microsoft Excel, Outlook, and Word

- Passion for the arts and/or nonprofits
- Familiarity with Queens and New York City cultural sectors, National Endowment for the Arts, and New York State Council on the Arts is preferred

COMPENSATION

This position is a part-time freelance consultancy paid at the rate of \$45 per hour, not to exceed 40 hours per month.

TO APPLY

KCA/Queens College/CUNY is an equal opportunity employer and invites applications from a diverse pool of candidates regardless of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or sexual orientation. Qualified candidates should submit a cover letter and resume to: careers@kupferbergcenter.org. No phone calls please.