



Position Announcement
Part-Time Grants Coordinator

The Arts and Humanities Council of Montgomery County (AHC MC) seeks a part-time Grants Coordinator to support the administration of AHC MC's Grants Program. This position is an excellent introduction to philanthropy for an organized, detail-oriented individual who is passionate about the arts, humanities, and excited by new technology and data. The Grants Coordinator will work collaboratively with the Assistant Grants Manager, the Grants Manager, and the Grants Director. The Grants Coordinator will report to the Grants Director. This is a part-time, 20-hours per week position. Some evening and weekend work will be required.

Responsibilities include, but are not limited to:

- Note taking during grant review panels, Grants Committee meetings, and Board meetings
- Assisting with the development of applicant outreach webinars
- Building online letter of intent submittals, grant applications, grant agreements, and grantee report forms in SM Apply (AHC MC's applicant/grantee online portal)
- Providing applicant/grantee technical support for online letter of intent submittals, grant application submittals, grant agreement submittals, and grantee report submittals
- Maintaining grants-related digital records and files including: grant application submittals, grant agreements, and grantee reports
- Collaborating with the AHC MC Grants staff to ensure grantee reporting requirements are upheld
- Providing support in other areas as needed, including Board meetings, exhibitions, receptions, and special events

Minimum Qualifications:

- An interest in arts and humanities philanthropy
- A strong desire to promote Diversity, Equity, Inclusion and Access (DEIA) in cultural philanthropy, increasing support for marginalized individuals and communities
- A strong desire to work in an open, collaborative, multicultural, high-integrity office
- Technology-minded, comfortable with a variety of software and familiarity with database management
- Proficient in Microsoft Office, with a clear understanding of Word, Mail Merge, Excel, PowerPoint, and Outlook functionalities
- Exemplary interpersonal and customer service skills
- Strong oral and written communication skills to convey critical, time-sensitive information
- Superior editing skills and strong attention to detail
- An ability address challenges in a collaborative and productive manner



Competitive Skills:

- Bachelor's degree
- The completion of coursework in a related field: the arts, humanities, arts administration, non-profit administration, economics, business
- Command of HTML and JavaScript
- Proven affinity for quantitative data analysis and/or reporting
- Knowledge of the arts and humanities in Montgomery County and/or the DC metropolitan region
- 1-3 years' experience in grant making
- Familiarity with grant funding, grant application and reporting processes
- An interest in applicant, grantee and community relationship building

Compensation: \$30.00 per hour/20 hours/week. Benefits package includes paid sick leave, health insurance and 403(b) plan. No relocation allowance. This position is open, but expected to be filled by March 31, 2021.

To Apply: Send a cover letter, resume, and contact information for three professional references to hr@creativemoco.com. Word and PDF files only. **No phone calls please!**

About the Arts and Humanities Council of Montgomery County

The arts and humanities in Montgomery County, Maryland, are vibrant and vital to the well-being of our community. Since 1976, the Arts and Humanities Council of Montgomery County (AHC MC) has been the County's designated local arts agency, committed to providing non-profit organizations, artists and scholars with the resources they need to continually bring quality arts and humanities programming and opportunities to this community. AHC MC, in partnership with the community, cultivates and supports excellence in the arts and humanities, expands access to cultural expression, and contributes to economic vitality in the region.

The Arts and Humanities Council of Montgomery County distributes grants each year to organizations and individuals to help fund enriching cultural activities in our County. This funding is provided by the Montgomery County Government, the Maryland State Arts Council, corporations, organizations and individuals. In addition to this funding, AHC MC provides professional development, networking, and capacity building resources and opportunities to the creative economy in Montgomery County.