



Position Announcement

Part-Time Grants Coordinator

The [Arts & Humanities Council of Montgomery County \(AHCMC\)](#) seeks a part-time Grants Coordinator to support the administration of AHCMC's Grants Program. This position is an excellent introduction to philanthropy for an organized, detail-oriented individual who is passionate about the arts and humanities and is excited by new technology and data. The Grants Coordinator will work collaboratively with the Grants Assistant Manager, the Grants Manager, and the Grants Director. The Grants Coordinator will report to the Grants Manager. **This position is part-time, 20 hours per week. The part-time work schedule incorporates flexibility. The days and times worked to complete 20 hours can be negotiated with the Grant Coordinator's supervisor. Telecommuting is an option.** Occasional evening hours will be required however, the Grants Coordinator will receive advanced notice allowing for future planning.

For a successful employee, this position offers growth opportunities within the organization.

Responsibilities include, but are not limited to:

- Attendance at grant review panels, Grants Committee meetings, and Board meetings; requiring formal, detailed, very clear and accurate notetaking at all meetings that will be used for reporting
- Building online letter of intent, grant application, grant agreement, and grant report forms in [SurveyMonkey Apply](#) (AHCMC's online grants portal)
- Assisting with the development of application preparation webinars
- Providing applicant/grantee technical support for online letter of intent, grant application, grant agreement, and grantee report submissions
- Maintaining grants-related digital records and files, including grant application submissions, grant agreements, and grantee reports
- Providing support in other areas as needed, including 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 to increase 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, familiarity with database management, and strong motivation to learn how to operate new technology
- Proficiency in Microsoft Office with a clear understanding of Word, Excel, PowerPoint, and Outlook functionalities
- Detail oriented with strong editing skills
- Excellent verbal and written communication skills with the ability to convey critical and time-sensitive information
- Exemplary interpersonal and customer service skills



- An ability to manage multiple projects simultaneously and 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
- 1-3 years' experience in grant making and/or familiarity with grant funding, grant application, and reporting processes
- Proven affinity for quantitative data analysis and/or reporting
- Knowledge of the arts and humanities in Montgomery County and/or the DC metropolitan region
- An interest in applicant, grantee, and community relationship building
- Command of HTML

Compensation: \$30.00 per hour/20 hours/week. No relocation allowance. This position is open but expected to be filled by March 31, 2023.

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

About the Arts & 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 & Humanities Council of Montgomery County (AHC MC) has been the County's designated local arts agency, committed to providing non-profit organizations, groups, 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 & 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 to the creative economy in Montgomery County.