



Job Description

Grants Assistant Manager

The [Arts & Humanities Council of Montgomery County \(AHCRC\)](#) seeks a full-time Grants Assistant Manager to support the administration of AHCRC's Grants Program. This position is ideal for an organized, detail-oriented individual who is passionate about the arts and humanities as well as philanthropy and is excited by new technology and data. The Grants Assistant Manager will work collaboratively with the Grants Coordinator, the Grants Manager, and the Grants Director. The Assistant Manager reports to the Grants Director.

This position is full-time; 40 hours per week. AHCRC is a hybrid organization. Telecommuting is an option three days a week. Staff normally work in the office two days per week. Occasional evening hours will be required; however, the Assistant Manager will receive advanced notice allowing for advanced planning. For a successful employee, this position offers growth opportunities within the organization. Full-time employees are given access to professional development opportunities.

Responsibilities include, but are not limited to:

- Developing, building, and managing letters of intent, grant applications, grant agreements, and grant reports in [SurveyMonkey Apply \(SM Apply\)](#), AHCRC's online grants portal in collaboration with the Grants Coordinator;
- Providing technical support to applicants and grantees for the submission of letters of intent, grant applications, grant agreements, and grant reports in SM Apply;
- Providing consultations to applicants and grantees for the submission of grant proposals;
- Working in partnership with the Grants Manager to develop and implement applicant outreach presentations and webinars;
- Reviewing applications to determine eligibility in collaboration with the Grants Manager;
- Updating and suggesting revisions for grant guidelines and applications in tandem with the Grants Manager;
- Managing the grant awards budget in collaboration with the Grants Manager, including tracking grantee disbursements;
- Analyzing applicant and grantee data to prepare the annual county budget request in collaboration with the Grants Manager and the Grants Director;
- Maintaining the Grants Department online presence on AHCRC's website, [creativemoco.com](#) in collaboration with the Grants Coordinator;
- Maintaining grants-related digital records and files, including grant applications, grant agreements, and grant reports;
- Coordinating two annual student award programs, including proposing guideline revisions, developing online application forms, offering panelist suggestions, and arranging awardee recognition events;
- Attendance at grant review panels, Grants Committee meetings, and Board meetings;
- Providing support in other areas as needed, including Board meetings, receptions, and special events.

**Minimum Qualifications:**

- Bachelor's degree
- A strong 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
- Proven affinity for mathematics, accounting, and quantitative data analysis
- Enjoys communicating data results visually through the creation of charts, graphs and other tools
- 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 to convey critical and time-sensitive information
- Exemplary interpersonal and customer service skills
- An interest in applicant, grantee, and community relationship building
- An ability to manage multiple projects simultaneously and address challenges in a collaborative and productive manner
- A strong desire to work in an open, collaborative, multicultural, high-integrity office

Competitive Skills:

- The completion of coursework in a related field: arts, humanities, arts administration, non-profit administration, economics, business
- 1-3 years' experience in grantmaking: Familiarity with standard grant funding processes, grant applications, and reporting processes
- Knowledge of the arts and humanities in Montgomery County and/or the D.C. metropolitan region
- Knowledge of [SurveyMonkey Apply](#) or other online grant application portals
- Familiarity with HTML and JavaScript

Compensation: Salary range \$50,000 - \$52,000. No relocation allowance. Benefits package includes paid vacation, sick leave, health insurance, 403(b) plan, and a transportation allowance.

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 (AHCMC) 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. AHCMC, 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, AHCMC provides professional development, networking, and capacity building resources to the creative economy in Montgomery County.