



## POSITION: GRANTS MANAGER

<b>Reports to:</b>	Executive Director
<b>Classification:</b>	Part-time (20 hours/week, some seasonal variations), Non-exempt
<b>Start Date:</b>	November 2019
<b>Salary:</b>	\$25/hour
<b>Benefits:</b>	Optional non-matched 401(k) plan

### **POSITION SUMMARY**

Seraphic Fire, South Florida's twice GRAMMY® nominated professional vocal ensemble, is seeking a regimented and sophisticated individual interested in working behind the scenes with one of Miami's top performing arts institutions. This position will maintain and develop institutional funding sources to support Seraphic Fire's artistic and educational initiatives through the management and execution of a robust grants program. The organization is looking for a thorough and meticulous individual to track and manage all requirements for grant applications and reporting.

### **SPECIFIC RESPONSIBILITIES**

- Compile, prepare, and submit all grant applications and requisite interim or final reports (with assistance from freelance/contract-based grant writers, as well as artistic, education, and marketing staff for specific content areas).
- Coordinate with finance staff on grant budget preparation.
- Communicate with grantor organizations and municipalities regarding social media, marketing, and programming updates and changes.
- Attend grant review panels and workshops whenever possible.
- Identify new grant programs for which Seraphic Fire is eligible.
- Manage and steward all grantor relationships.

### **QUALIFICATIONS**

The ideal applicant will possess honed writing skills, keen editing abilities, project management experience, be systems oriented, have excellent organizational skills, and be motivated to move the organization forward. Facility with standard computer software (e.g. Microsoft Word, Excel) is a must, with basic knowledge of CRM systems preferred. Applicants must be able to work calmly under pressure, and knowledge of and appreciation for the choral art form will be seen as an asset. This position has the potential for growth as the organization's needs and the successful candidate's involvement develop.

This position may be performed remotely and allows flexible hours but requires at weekly staff meetings (by videoconference as needed) and panels and workshops during normal business hours.



## **APPLICATION INSTRUCTIONS**

To be considered for this position, please email the following to [jobs@seraphicfire.org](mailto:jobs@seraphicfire.org):

- A cover letter describing your interest in the position, what you will bring to the organization, and why you are the ideal candidate
- A resume outlining your educational and professional experience
- Three professional references

Deadline: Applications will be reviewed as they are received

*Seraphic Fire is an equal opportunity employer and maintains a high standard for compliance with all employment laws, rules, and regulations.*

*Seraphic Fire seeks, celebrates, and nurtures diversity among its employees and volunteers.*