

## Dance Place Seeks a Grants Manager or Associate

Dance Place, a nationally recognized cultural arts center in Washington, DC, seeks a full-time Grants Manager or Associate. This is a 40 hour per week, salaried, year-round position with benefits. The Grants Manager or Associate will report to the Interim Executive Director. The ideal candidate will have 3 or more years of non-profit arts grant writing and compliance experience and embrace Dance Place's mission to build a community of artists, audiences and students through high quality performances, commissions, training and educational programs and our commitment to enriching the field of dance locally, nationally and internationally.

Dance Place is an equal opportunity employer. Dance Place believes that people of color, people in the LGBTQ+ community, people with disabilities, and women must be centered in the work we do. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities. Strong candidates will work in alignment with Dance Place's [mission and values](#) and be welcoming to people of all identities, including artists, adult dance class students, audience members, and the youth of our robust education programs.

**Title: Grants Manager or Associate**

**Number of hours per week: 40**

**Department: Development**

**Immediate Supervisor: Interim Executive Artistic Director**

**Salary:** \$42,000- \$45,000 for an Associate

\$45,000- \$48,000 for a Manager

**Benefits:** Dance Place offers our full-time employees extensive paid time off, self-managed mental health and medical leave, health insurance with vision/dental/prescription options, a (401) K plan, and pre-tax travel benefits. Employees are able to take classes in the Dance Place School and attend Dance Place performances for free.

### **Position Overview:**

The Grants Manager or Associate will be responsible for foundation, corporate, and government grant activities for the organization. The Grants Manager or Associate works in collaboration with other members of the development team, including the Interim Executive Director and Individual Giving Associate to carry out the organization's unified development plan. They also work with programming and finance staff to collaborate on grants, ensure compliance with all grantor requirements, and coordinate budgeted funds.

### **Responsibilities:**

- Prepare and manage all foundation, corporate, and government grant applications
- Oversee and collaborate on artist grants raised by programming office
- Oversee reporting requirements for all grants and government contracts

- Submit invoice requests and process incoming grant payments
- Collaborate on annual development plan to track all grant and reporting deadlines
- Monitor compliance with grantor requirements for grant-funded Dance Place programming
- Identify and cultivate new grant prospects and funding opportunities
- Arrange and attend site visits with grantors
- Partner with the Chief Operating Officer as necessary in helping staff members to monitor programming based on grant-funded projects and funding restrictions
- Attend weekly department staff meetings with Individual Giving Director and Interim Executive Director

**Required Skills / Qualifications:**

- 3 year minimum experience in grants writing and compliance preferred
- Strong interpersonal communication skills
- Ability to create compelling written and oral communications and to convey complex ideas through brief, simple materials
- Ability to balance multiple competing priorities, complex situations and meet tight deadlines in a fast-paced environment
- Skilled at establishing and cultivating strong relationships with peers across different levels of the organization, internally and externally
- Detail-oriented, self-starter with high initiative and a deep enthusiasm for the arts

Due to the in-person nature of the position, those who wish to apply for this position will be *required* to be vaccinated against COVID-19. The second vaccine dose must be administered two weeks prior to the official start date at Dance Place, and the applicant should be prepared to show proof of vaccination upon request. Each candidate will also be required to comply with Dance Place’s current COVID-19 policies and procedures including the utilization of a face covering that covers both the nose and mouth while indoors on campus, following a standardized check-in/out procedure for contact tracing purposes, and adhering to frequent hand sanitization to prevent the spread of illness. The aforementioned policies are in compliance with the *DC Mayoral order 2021-099\**.

**To Apply**

Send a cover letter, resume, writing sample, and two references to [employment@danceplace.org](mailto:employment@danceplace.org). No phone calls please.

Applications will continue to be accepted until the position is filled, with a priority application date of Monday January 10, 2021. No phone calls please.