



Position Summary

Mid Atlantic Arts seeks a Grants Manager to coordinate subgrant administration activities post-award by serving as the primary point of contact for grantees, implementing measures for and monitoring subgrantee compliance with grant award terms, and assuring Mid Atlantic Arts' alignment with generally recognized grants management best practices. This position serves as the primary grant system administrator and project lead for Mid Atlantic Arts' online grants portal including ensuring proper maintenance and functionality, staff training, and development to meet organizations evolving needs.

Responsibilities:

Grants Management

- Coordinate all components of the post-award grantmaking process, issuing award documentation, contract management, compliance with funder and Federal regulations, payment scheduling, grant adjustments, grant extensions, and reporting timelines.
- Represent the organization as the main contact for grantees post award.
- Work with management to improve operations, streamline processes, and work cooperatively to execute programs effectively, addressing issues necessary to enhance desired outcomes.
- Manage the issuing of grant awards including award letters, grant award agreements and any other required documentation.
- Design and maintain final reports in collaboration with program staff.
- Ensure the timely submission of interim and final reports by grantees, as well as communications about questions or problems faced by grantees in fulfilling the obligations of their awards.
- Maintain grant files of all award documentation, communications with grantees, and all other information needed for the purposes of programmatic, audit, and funder compliance.
- Ensure grant award documents comply with Mid Atlantic Arts' funder requirements including National Endowment for the Arts General Terms and Conditions and the Federal OMB Uniform Guidance.
- Produce reports on organization-wide granting activity for the National Endowments for the Arts and other funding sources as well as for the state arts agencies, board, external program evaluators, auditors, and for Mid Atlantic Arts' management and staff.

Data Systems Management

- Serve as system administrator for Mid Atlantic Arts' cloud-based grants management system including overseeing its proper operation, provide administrative, content and quality control, system updates, maintenance, and staff training; serving as primary contact with system vendor; and creating/developing applications, award documents, final reports, and system reports and workflows.
- Set up, manage, and establish the protocols for the grants management system, including training and supporting the Programs Team to operationalize the use of the Grants Management System daily.
- Conduct ongoing needs assessment for Mid Atlantic Arts' grants data system needs.
- Coordinate grants management systems data interfacing with various platforms, including but not limited to, Sage Intacct and Salesforce.

Organization and Community Support

- Actively participate in and identify opportunities for supporting Mid Atlantic Arts' strategic efforts to advance diversity, equity, inclusion, and accessibility in the organization, in the arts community, and to all Mid Atlantic Arts programs.

Qualifications:

- Bachelor's degree or equivalent in arts administration, business administration, or other related field or equivalent experience.
- 3+ years of grant experience working with Federal and private grant funders, and knowledge of donor restrictions/guidance; grant agreements; and grantee compliance.
- Advanced proficiency with database systems administration; complex database design and integration. Preferred experience using SmartSimple.
- Strong organizational and planning skills and attention to detail.
- Strong communication skills.
- Excellent interpersonal skills and the ability to work in a cross-functional team environment.
- Intermediate proficiency using:
 - Microsoft products (Word, Excel, Outlook, SharePoint, OneDrive)
 - Salesforce or similar Customer relationship management software.
 - Sage Intacct or similar finance and accounting software, tools, and systems
- Video Conferencing: Intermediate proficiency in conducting meetings and events via Zoom, Teams, or other video conferencing technology.
- Advanced math skills required to calculate advanced formulas, spreadsheets, calculations, etc.

This is a full-time position reporting to the Director of Operations. The salary range for this position is \$56,500-\$62,000 commensurate with experience. Mid Atlantic Arts offers a full benefit package. Mid Atlantic Arts enjoys a hybrid work environment. Employees work one day in the office and the rest of the work week is remote.

How to Apply

Please email a cover letter and resume to jobs@midatlanticarts.org. Please use Grants Manager in the subject line. Applications will be accepted until the position is filled.

About Mid Atlantic Arts

Based in Baltimore, Maryland, Mid Atlantic Arts provides grant support and multi-state programming in the mid-Atlantic region. Mid Atlantic Arts nurtures and funds the creation and presentation of diverse artistic expression and connects people to meaningful arts experiences within our region and beyond. It is one of six regional arts organizations in the United States and works in close partnership with the National Endowment for the Arts and its member state and jurisdictional arts agencies.

Mid Atlantic Arts is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, Mid Atlantic Arts provides employment opportunities without regard to race, color, religion, creed, ethnicity, sex, pregnancy, national origin or ancestry, age, physical or mental disability, citizenship status, marital status, sexual orientation, gender identity, family responsibilities, genetic status or information, military or veteran status or any status protected by federal, state, or local law.

Mid Atlantic Arts is committed to building an inclusive working environment that supports a diverse community of staff and encourages applications from all qualified candidates.

To learn more, visit www.midatlanticarts.org