



## ARTS FOR THE AGING

### GRANTS COORDINATOR POSITION DESCRIPTION

REPORTS TO:	Director of Development and Communications
LOCATION:	Full-time position with part-time telework schedule; Office address 15800 Crabbs Branch Way, Rockville, MD 20855
SUPERVISES:	No direct reports
FLSA CLASSIFICATION:	Exempt
STANDARD HOURS:	9:00 a.m. – 5:00 p.m. M-F

**Arts for the Aging** engages older adults and caregivers with diverse abilities and backgrounds in health improvement and life enhancement through regular participation in the multi-disciplinary arts. With a vision in Greater Washington D.C. and beyond to demonstrate excellence in participatory, and inclusive arts programming, Arts for the Aging has known since 1988 what [studies](#) now show, that regular arts engagement has the therapeutic power to improve physical, cognitive, and emotional health—inspiring empathy and respect, fostering communication and belonging, and promoting social connection. **On cultural equity:** We are in the early stages of fulfilling our responsibilities as a cultural organization in terms of promoting diversity, equity, inclusion, accessibility, and belonging (DEIAB) internally. An equity cohort of key internal stakeholders meets bi-monthly to guide implementation of a comprehensive organizational assessment on cultural equity, and we are focusing administrative and fundraising efforts to help us set up an environment welcoming to a more diverse staff and board.

**This position is ideal** for someone with previous nonprofit experience interested in building a career in fundraising/development, grantwriting and administration, donor relations, and communications. In addition, the Coordinator must have a passion for supporting Arts for the Aging’s culture of collaboration, compassion, and innovation, its values of community outreach, participatory engagement, and respect, and one who is dedicated to aligning programs, practices, and communications accordingly.

#### **POSITION OVERVIEW:**

The Grants Coordinator will support Arts for the Aging’s fundraising and communication objectives. The Grants Coordinator will be responsible for writing content for grant applications and other fundraising materials, with accurate and complete information on the organization, programs, and services obtained from the Program Director and other staff. The Grants Coordinator’s responsibilities include assisting with cultivating gifts from new and existing institutional donors through prospect research, writing and submitting grant applications and reports, donor support, and database management. Under the guidance of Arts for the Aging’s Director of Development and Communications and the Director and CEO, assist with grant administration, solicit and acknowledge donations, prepare board and staff members for stewardship efforts as necessary, and maintain donor records.

#### **SPECIFIC RESPONSIBILITIES:**

**Fundraising and Grant Administration and Support:**

- Update and maintain the grants and contracts calendar
- Ensures grant is submitted on time and within application parameters.
- Work with Administrative Manager to process and enter payments for donations, make calls to donors regarding declined or expiring credit cards, document gifts, prepare acknowledgement letters, tax receipts, and other correspondence
- Support grant proposal development, funding requests, and report writing
- Support the submission of funding requests (e.g. compiling necessary documents to create an application package); and completes all documents, forms, or reports required by the grant.
- Assist in the production and management of mailings, fundraising appeals and online campaigns, including creating mail merged documents, and donor acknowledgement correspondence
- Participate in trainings and webinars as needed

**Prospect Research:**

- Conduct preliminary research and analysis on prospective individual, corporate, and foundation donors
- Assist Director of Development and Communications in identifying and cultivating grants, and track pre-and post-award funder deadlines
- Compile necessary information for the application process through collaboration with other employees, database research, and other factfinding actions and meetings.

**Database Management:**

- Collaborate with Administrative Manager to
  - assist with maintaining donor/donor-prospect database, software tools, and systems. Create and generate revenue, donor information, fundraising, and ad hoc and audit reports
  - ensure accurate information and reporting from donor database and financial systems
- Create weekly, monthly, quarterly, and annual fundraising reports.

**Manage the Donor Perfect database:**

- Adhere to a new coding system that addresses omissions and redundancies for streamlined and more accurate fundraising reports.
- Maintain standard operating procedures (SOP) for data entry and reporting in the database, and develop new SOPs as needed.

**Performs other job-related duties and functions as assigned.****MINIMUM QUALIFICATIONS & SKILLS:**

- Bachelor's degree or an equivalent combination of education and experience.
- Two (2) years of directly related experience in a nonprofit development or fundraising role
- Ability to handle confidential donor/constituent information with sensitivity and integrity
- Knowledge and experience using database software, such as such as DonorPerfect (current system), Raiser's Edge, or similar systems
- Knowledge of Microsoft Office Suite, particularly Excel required
- Excellent communication, (written and verbal) and entrepreneurial skills
- Ability to communicate clearly and concisely

**PREFERRED QUALIFICATIONS:**

- Detail oriented with a dedication to accuracy
- Strong organizational and time-management skills
- Strong interpersonal, listening, cross-cultural, and relationship building skills

**ADA SPECIFICATIONS:**

Arts for the Aging operates on a hybrid telework and office schedule. The office is located in Rockville, MD, with the organization's administrative headquarters housed in a dynamic shared office space at Nonprofit Village. The position will have occasional local/regional travel. The role is primarily sedentary, but may require the ability to occasionally lift items weighing up to 25 pounds and transport them to another location.

Arts for the Aging is an equal opportunity employer and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability or other protected class status.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**ANTICIPATED HIRE DATE:** Fall 2022

**APPLICATION INSTRUCTIONS:**

Send your cover letter, including what makes you a good fit for this role, and your resume to [info@AFTAarts.org](mailto:info@AFTAarts.org). Attention/Subject: Grants Coordinator search. Incomplete applications will not be considered. No phone inquiries or snail mail applications, please.

**COMPENSATION/BENEFITS:**

Salary range: \$39,900 – \$49,400 commensurate with experience. Benefits: Vacation, sick/personal leave, health insurance plan, matching retirement plan (SIMPLE IRA), professional development (coaching, membership with Association of Fundraising Professionals, leadership/management training and education workshops), business travel reimbursement.