



## **GRANTMAKING ASSOCIATE (Part-Time Hourly)**

### **BRONX COUNCIL ON THE ARTS (BCA)**

Founded by visionary community leaders in 1962, BCA is dedicated to the promotion of cultural equity in and for The Bronx. We nurture the borough's vibrant and culturally diverse ecosystem – especially its independent artists and smaller cultural groups – through programs that build connections, provide resources, and advocate for the needs of culture in the borough.

BCA is the only organization serving both individuals and organizations across all artistic disciplines (both performing and non-performing), in all neighborhoods of the borough. This allows our impact to extend beyond direct services and support – we act as a catalyst for community, which in turn helps to fuel the viability and vitality of culture across the borough. Specifically, we strive to ensure:

- Artists & Creatives (mostly early- and mid-career) in the Bronx can make a sustainable career from their art and continually deepen the quality of their work
  - Small arts organizations in the Bronx can flourish in their mission and create a viable ecosystem for the arts to thrive
  - An arts & cultural ecosystem that is healthy, vibrant, connected, accessible and pervasive throughout the Bronx.
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### **The Position**

Reporting to the Grantmaking Manager, and occasionally to the Director of Programs, the Grantmaking Associate will provide administrative support for BCA's regranting programs. To be successful in this role, the Grantmaking Associate should have prior experience in grants or programs administration, preferably in the arts. The ideal candidate will be highly organized, self-motivated, detail and systems oriented, and an effective communicator and collaborator. They are also accountable to other members of the staff to contribute to a positive organizational culture of warmth, passion, and accountability. This is an excellent position for someone who is looking to expand their career experience by joining a small, dynamic, and growing arts organization.

### **Responsibilities:**

- Support the grants administration process, including fielding applicant calls, auditing applications, preparing grant applications for the launch of the grant cycle, etc.
- Provide support to grant applicants and grantees during the grant cycle and beyond
- Support the Grantmaking Manager in their day-to-day duties, including scheduling feedback calls with grantees and during the grantee appeal process
- Provide support and coordination for grantee events, such as information sessions and grantee cohort gatherings
- Coordinate panel meetings and support the panel review process
- Support the grantee award process, facilitating the mailing of declination and award letters, grant certificates, and grantee agreements
- Support BCA's outreach and education efforts by working closely with the marketing and communications department

- Support the Grantmaking Manager and the Director of Programs with data collection and input
- Process grantees' payments through third party finance management provider
- Act as BCA programs ambassador through interactions with external stakeholders

**Qualifications:**

- 1-2 years of experience in grants or programs management desired.
- Excellent communication skills. Strong verbal and writing skills in English. Knowledge of Spanish desired.
- Ability to travel around the borough to visit outside sites and locations.
- Willingness to work occasional evenings and weekends, when required.
- Strong organizational skills.
- Proven ability to multi-task and prioritize work, and to plan and coordinate diverse activities.
- Understanding of the arts environment in the Bronx and beyond a plus.
- Ability to work with a variety of people from diverse backgrounds.
- Experience working with Microsoft Office (Word, Excel, PowerPoint, etc.), Submittable, and Zoom required; experience working with Salesforce and other databases strongly desired.
- Detail oriented. Self-sufficient, proactive, and reliable.
- Comfort in a fast-paced, growing organization.
- Ability to work independently and as part of a team.
- Strong interpersonal skills and a good sense of humor.
- A commitment to BCA's mission and values.

**Educational Requirements:**

Bachelor's degree desired.

**Location**

Hybrid

**Compensation/Hours**

\$22/hour – 21 hours/week

**Application**

Please send a cover letter and resume to [grantsassociate@bronxarts.org](mailto:grantsassociate@bronxarts.org), with subject line: "Grantmaking Associate". No phone calls please.

**Closing Date**

Position open until filled.

BCA is an Equal Opportunity Employer (EEO). All candidates for employment will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state, or local law.