



To be a leader in promoting artistic offerings to our increasingly diverse community with an emphasis on fostering a cooperative spirit to positively impact the local economy and community.

Grant Manager

The Performing Arts Center Authority (PACA) is seeking a Grant Manager to oversee PACA's grant process by assisting functional leaders prioritize objectives and develop initiatives in order to secure and maximize private, corporate, and governmental funding.

Essential duties and responsibilities:

- Maintain ongoing communication with the Vice President of Development and the Director of Development to identify directions and strategies in an effort to develop funding initiatives.
- Research, assess, and present available grants for the acquisition of funding from private, corporate, and governmental entities for various PACA programs and projects.
- Collaborate with functional leaders to develop funding proposals for organization-wide and program-specific requests (e.g. education, programming, capital projects, etc.).
- Write, prepare, and submit all grant applications and reports as required by grant documents.
- Receive edits and package final reports, including budget attachments and necessary supporting materials drafted by functional leaders.
- Manage the grant request/report tickler system, track deadlines, status of proposals, due dates of reports, and acknowledge and track funds received for auditing/budgeting and statistical reports.
- Monitor grant fiscal records for compliance with grant contracts in consultation with functional leaders.
- Assist the Director of Development and Development Staff in maintaining contact with funders in order to communicate progress of programs, arrange site visits, and explore further funding opportunities as needed.
- Act as Event Staff for all PACA events as required.
- Establish and maintain a resource library on available grants and completed grant applications.

Required knowledge, skills, and abilities:

- Skilled writer with excellent command of English grammar and punctuation.
- Knowledge of research techniques and fundraising information sources.
- Able to use relevant research methods in gathering data.
- Knowledge of modern information systems, spreadsheets, and database management software.
- Able to maintain complex records and prepare technical reports.
- Able to demonstrate sound judgment, integrity, and ethical behavior in all daily activities.
- Have excellent organizational skills and be able to pay attention to detail.
- Must demonstrate a "can do" attitude and able to incorporate feedback from others into writing style.
- Able to work a flexible schedule, including nights, weekends, and holidays as needed.
- Able to work independently and as part of a team in a fast-paced environment.
- Able to demonstrate original thinking and creativity; meet challenges with resourcefulness; develop and present innovative approaches and ideas.
- Able to assess own strengths and weaknesses in the workplace, strive to continuously build knowledge and skills, and share expertise with others.
- Able to effectively and efficiently multitask, set priorities, shift priorities, and adapt to changes in situations.
- Able to exhibit appropriate, professional, and corporate demeanor, considerable tact, and courtesy.
- Skilled in Windows based programs, including Word, Outlook, Excel, and PowerPoint.
- Able to communicate effectively, both verbal and written, in English.
- Able to work effectively and positively with others.

Required education and experience:

- BA/BS: General Degree or any equivalent combination of training and experience.
- Minimum of 5 years grant writing experience.

If you are an individual with outstanding leadership and management skills, who is eager to become part of a progressive, performance oriented team, **please submit a cover letter, resume, list of references (3 minimum), salary history, sample grant application, and grant track record** to: gmsearch@browardcenter.org. (Resumes should be Word documents attached to e-mails only). Preference will be given to local applicants. **No Phone Calls Please!** PACA encourages minority participation and is an Equal Opportunity Employer. **Resumes received until the position is filled.** Failure to follow job ad submission instructions may result in elimination of further consideration.