



# Grants Manager

## Organization Overview

The National Institute of Flamenco is a 501(c)(3) nonprofit organization whose vision is to support community through arts education and equitable access to the arts. The Institute engages a core community of Albuquerque-based professional artists, students, and patrons, with an emphasis on impacting the lives of low-income households. Committed to equity, the Institute employs and nourishes the professional development of people of color and provides a place for emerging artists to safely express themselves. The Institute's programming makes a difference to the tens of thousands of clients served annually through educational and performance-based programs and organizational partnerships. The annual operating budget is \$2.6 million, and the organization draws upon diverse funding sources, including earned and contributed income. The organization is projected to make substantial annual growth. Financial support from individuals, corporations, foundations, and government entities allows the Institute to provide excellent free and low-cost programming to these individuals while also ensuring financial stability for our working artists.

## Position Summary

The Institute seeks a full-time, experienced Grants Manager to join our team. The Grants Manager will be part of a Development team responsible for raising over \$1.5 million annually, working collaboratively with the Executive and Programs staff.

The Grants Manager will be responsible for researching funding opportunities, writing and submitting proposals and LOIs, stewarding grants, reporting, and closeout of grants. The Grants Manager will ensure that the Institute's grant writing and related processes, documents, procedures, and implementation are executed professionally, efficiently, on schedule, and in a manner consistent with best grant seeking practices. The Grants Manager will play a critical role in securing crucial funding for the Institute to sustain, grow, and innovate excellent flamenco arts programming in New Mexico.

## Principle Duties

- Conduct the full range of activities required to prepare, submit, manage, and archive all Institute grant proposals to foundations, corporations, government entities, and other grant-making organizations
- Work with Grants team to maintain a Grants calendar and annual Grants strategy, presented for approval annually to the Development Director
- Perform prospect research and evaluate prospects for alignment with Institute initiatives
- Work with Finance and Programs staff to gather information necessary to apply and report to funders
- Ensure compliance with all grantor requirements
- Accurately track and report status of all contacts, submissions, and results to the Executive Director



- Meet minimum annual fundraising goal tied to organizational budget
- Build understanding of institutional history and programs
- Assist with other fundraising projects as requested by the Executive Director
- Perform other duties as assigned

### **Qualifications and Experience**

- Bachelor's degree or higher
- At least four (4) years of grant writing experience (four additional years of experience may be accepted in lieu of degree)
- Successful grant writing track record
- Strong written and verbal communication skills
- Excellent editing and proofreading skills
- Ability to successfully manage and meet competing deadlines
- Ability to create, interpret, and analyze budgets
- Knowledge of fundraising information sources
- Knowledge of nonprofit industry best practices
- Office systems and software: Microsoft Office, Dropbox, Asana, and fundraising database systems (e.g., Donor Perfect)
- Ability to work with discretion and maintain confidentiality

### **Other Requirements**

- Current driver's license and requisite insurance

**Reports to:** Development Director

**Position Type and schedule:** Exempt, 40-hours, full-time; Monday-Friday, 9:00am-5:00pm

**Compensation:** \$52,000-60,320. We provide competitive salaries commensurate with experience. Benefits include a generous vacation/paid time off package, flamenco classes for employees and their immediate family members, and complimentary admission to Institute performances. Though we do not currently offer health insurance or retirement, we are working to add these benefits in the next fiscal year.

### **To Apply**

Please send cover letter and CV or resume with three professional references to Annie D'Orazio, [annie@nifnm.org](mailto:annie@nifnm.org) and Rey Kandil, [rey@nifnm.org](mailto:rey@nifnm.org). Incomplete applications will not be considered.