

ASHEVILLE ART MUSEUM

2 South Pack Square | 828.253.3227 | ashevilleart.org
PO Box 1717 | Asheville, NC 28802-1717

Grants Manager

Updated 7/8/2022

Organization

Established in 1948 by artists, the Asheville Art Museum, engages, enlightens, and inspires individuals and enriches community through dynamic experiences developed for all ages that interpret its Collection and exhibitions of American art of the 20th and 21st centuries. Anchoring the center of lively downtown Asheville in the Blue Ridge Mountains, the Museum serves residents of the Southeast and Western North Carolina region, as well as visitors from around the country and the world.

Position Description

The **Grants Manager** is responsible for corporate, individual, foundation, and government funding efforts to maximize contributed income that supports the Museum's operations, exhibitions, education programs, and fundraising events. This position reports to the Director of External Affairs.

Primary Responsibilities/Essential Functions (including but not limited to):

- Research, write, direct, and report on all funding proposals and grants. Build and maintain corporate, individual, foundation, and government funding source relationships.
- Manage grant and fundraising calendar from research, to submission, through notification and reporting.
- Obtain and manage government grants including federal, state, and local resources.
- Communicate upcoming opportunities and deadlines with staff, including scheduling and/or participating in departmental meetings to stay abreast of current exhibitions, programs, needs, and priorities.
- Identify and solicit individual and corporate sponsorships for exhibitions and education programs.
- Work with Director of Finance & Operations to communicate budget impacts and operating budget.
- Research and identify funding prospects for institutional support using the Foundation Directory Online and other resources.
- From Museum staff, gather broad anecdotal and statistical data to report qualitative and quantitative results.
- Work with staff to build, monitor, and report on grant budgets and expenditures.
- Participate in the identification and solicitation of sponsors for special fundraising events.
- Generate grant and statistical reports for Trustees.
- Maintain donor records, including database gift entry, grant and gift records, and profiles.
- Participate in all aspects of donor stewardship. Generate donor acknowledgements and correspondence.
- Collaborate with External Affairs team to structure new membership programs, including corporate memberships.
- Interact with the arts community and civic bodies as an advocate for the arts and the Museum.
- Other duties as assigned.

Compensation and Requirements

This year round, full-time position with full benefits may at times require a flexible schedule, accommodating after-hours work including some weekend and evening hours. Annual compensation includes a salary range between \$55,000 and \$58,000 depending on experience, plus paid time off, health insurance, and retirement benefits after required probationary period. The incumbent should have a valid driver's license and be able to traverse the Museum, handle tools or controls, use close vision, and travel periodically for meetings or Museum business.

Education/ Experience

The ideal candidate will have 5+ years fundraising experience, demonstrated success in grant-writing, and an undergraduate degree. Candidates must have excellent organization, time management, writing, and communication skills; excellent verbal and written communication skills; ability to work collegially with donors, volunteers, and staff; excellent computer and database-management skills; ability to work independently, collaboratively, and efficiently; and ability to maintain confidentiality and the highest standards of professional ethics and integrity.

To apply, go to www.indeed.com and search for "Asheville Art Museum." For questions, please contact careers@ashevilleart.org with "Grants Manager" in the subject line. Review of applications begins July 18, 2022; applications received after that date may be considered.

Duties, responsibilities, and activities may change at any time with or without notice.

Equal Employment Opportunity

The Asheville Art Museum provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Diversity, Equity, Access, and Inclusion

The Asheville Art Museum's vision is to transform lives through art, and we welcome all visitors without discrimination. The Museum acknowledges that it is situated upon the ancient, southern Appalachian ancestral homeland of the Cherokee Tribe and that this region is still the home of the Eastern Band of Cherokee Indians today. The Asheville Art Museum is committed to being an active leader against racism. We uphold anti-oppressive and equitable practices, while striving to create opportunities for education and action to build a stronger community. The Asheville Art Museum is dedicated to advancing diversity, equity, access, and inclusion—now and in the future. The Museum is moving with awareness and commitment, through assessment, training and engagement, to implementation and accountability.