

## **GRANTS ASSISTANT**

### Job Summary

The Grants Assistant reports to the Grants Director and is responsible for supporting the day-to-day coordination of the Cultural Council's grant programs. The primary area of support will be with reimbursements and contract management. The hours range from 30-40 hours per week. A flexible work schedule with some remote work is available. This is a non-exempt position.

### Summary of Duties and Responsibilities:

#### Grant Making and Management

- Assist with grant application review and processing, trainings and workshops for all phases of the grant process
- Provide quality customer service and technical assistance to prospective and/or current grantees via telephone, e-mail, meetings, etc.

#### Application Process:

- Utilize Grants Department's online grants system
- Assist applicants with online process
- Review applications for completeness and eligibility
- Assist with the review of applicants' audits and financial statements for compliance
- Coordinate panelists with online application review process and grantee interviews

#### Contract Process:

- Assist with Cultural Council annual contract process with the Tourist Development Council (TDC) and County
- Assist in the preparation and processing of grantee contracts
- Monitor Grantee Contract compliance: reimbursements; Certificates of Insurance; Florida Department of Agriculture Solicitation Licenses; and audit deadlines

#### Reimbursements:

- Assist with the review and processing of reimbursement requests
- Track all reimbursements using Excel
- Assist with the review and processing of budget amendments

#### Reporting:

- Coordinate Interim and Final Reports using online grants system
- Update Funding History database annually
- Generate reports as needed

#### General Grant Assistance:

- Handle the delivery and receipt of reimbursements between TDC and County
- Update and maintain grants section on Cultural Council website
- Assist Grants Director with other grant department duties as assigned

### Qualifications and Requirements

#### Education and/or Experience:

- Associates Degree and/or a minimum of five years experience working in the nonprofit sector or related field, preferably with a background in art and culture.

#### Skills and Abilities:

- Ability to handle multiple responsibilities, prioritize effectively and meet deadlines
- Strong Math and Analytic Skills
- Background in bookkeeping/finance preferred
- Ability to provide excellent customer service
- Effective written and oral communications skills
- Strong MS Office skills; Word, Excel, Outlook, Power Point
- Experience in grant management, contract management and reimbursements a plus
- Foundant Grant software a plus

#### Compensation

The Cultural Council offers a competitive compensation package with benefits. Salary Range: \$18-\$20/hour

#### About the Council

The Cultural Council for Palm Beach County is the only organization solely dedicated to supporting arts and culture in The Palm Beaches, Florida's Cultural Capital®. In its sustaining effort to foster growth of the cultural sector, the Council provides support services to cultural organizations and creative professionals, administers public and private grant programs, advocates for cultural funding, enhances local arts education, and promotes cultural tourism.

#### Equity Statement

We believe that everyone has cultural traditions that are inherently valuable. We seek to honor and value creative expression of all people through the work of the Cultural Council for Palm Beach County. Creating an art-filled community means seeing, celebrating, and serving all. Cultural equity is essential to a sustainable arts and cultural sector and a vibrant and thriving community.

**Please submit resume without a cover letter to: [jobs@palmbeachculture.com](mailto:jobs@palmbeachculture.com) and put Grants Assistant 2023 in the subject line.**