Position Announcement: Grants Coordinator

(posted June 2023)

The Grants Coordinator is responsible for annually creating, executing and managing select Florida Humanities funding opportunities for a diverse network of cultural agencies statewide that advance the mission and goals of our organization and strategic plan. The Grants Coordinator reports to the Associate Director and collaborates closely with other grants and programmatic staff as well as the larger Florida Humanities team. This is a full-time position that operates in a hybrid work environment.

Duties and Responsibilities

Grants Management

- Management of specific funding opportunities and activities as assigned annually by the Associate Director. Current grants include Community Project Grants and Greater Good Humanities in Academia Grants.
- Host virtual and/or in-person informational workshops for assigned funding opportunities
- Provide feedback and technical support to grant applicants during proposal development
- Review proposals submitted for eligibility and organize review committees for assigned grant programs
- Prepare appropriate acknowledgement letters, grant contracts, denial letters and other correspondence to grant applicants
- Provide guidance and support to grantees throughout the grant contract period including hosting project director orientation meetings when appropriate and initiating regular reporting and compliance reminders
- Perform site visit evaluations of select grant-funded activities statewide to ensure quality and effectiveness of program implementation and contract administration
- Track, record, and maintain grantee records in Florida Humanities’ online grants management system (Foundant) and in its organizational database (Raisers Edge)
- Work with Communications staff to maintain assigned grant webpages on the Florida Humanities website and broadcast availability of current funding opportunities to organizations statewide
- Manage budgets for each assigned grants program
- Prepare month-end grant closing reports including an assessment of all grant-funded activities to ensure compliance with contract periods, budgets, and program-specific funding guidelines
- Prepare federal and/or state compliance reports as requested by the Associate Director

Teamwork Tasks

- Adhere to templated proposal guidelines and contracts, standard correspondence with applicants and grantees, and hard copy grantee files
- Collaborate on annual schedule of grant deadlines
- As directed by the Communications team, provide content which reflects the impact of Florida Humanities’ work through its grantees for use in advocacy efforts, social media, website, e-news, FORUM magazine, and other communication formats
- Maintain standard procedures for Foundant grants management and Raisers Edge entry and reporting
- Utilize standard templates for all public-facing webinars or presentations

External Relations

- Represent Florida Humanities at local, state and national meetings and conferences
- Identify and develop partnerships and outreach opportunities (in-person and virtual) to raise visibility of Florida Humanities’ funding opportunities and increase the applicant pool
- Develop and maintain relationships with peers at other state humanities councils and actively participate in networking opportunities offered by the National Endowment for the Humanities and the Federation of State Humanities Councils
Position Qualifications
• B.A./B.S. degree, preferably in the humanities or a related field
• Three to five years of grants and/or public program management experience
• Demonstrated ability to manage multiple tasks, prioritize work, maintain deadlines, and produce high-quality work
• Excellent written and verbal communication skills
• Ability to work collegially within a small staff and to establish service-oriented, helpful relationships with Florida Humanities’ partners and constituents
• Proficiency with Microsoft Office, Google Workspace (formerly G Suite), and database software
• Familiarity with Blackbaud and/or Raisers Edge is preferred, but not required
• Interest in and an enthusiasm for the humanities, particularly public humanities programming
• Familiarity with cultural organizations in Florida is a plus
• Position may require occasional statewide and/or out-of-state travel and irregular work hours

How to Apply
Email a cover letter, salary requirements, and resume with references to pputman@flahum.org. Please include “Grants Coordinator – YOUR NAME” in the subject line. No phone calls please. Applications accepted until the position is filled. In-person interviews are expected to begin in late July 2023. Florida Humanities offers full-time employees a competitive benefits package that includes health, dental, life, disability, 403B and PTO.

Background
Florida Humanities is the non-profit, state affiliate of the National Endowment for the Humanities (NEH). Our grantmaking and public programs promote the preservation of history, literature, culture and the many disciplines of the humanities to establish a stronger sense of place, deepen relationships in communities, and promote vibrant public engagement. Our offices are located in downtown St. Petersburg on the USF-St. Petersburg campus. Florida Humanities is an equal opportunity employer and seeks to establish and maintain diversity among its staff and is thereby inclusive in its employment practices.