



Grants Administrator
Full-time, Exempt
Reports to Executive Director

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. NIF'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 \$2.2 million, and the organization draws upon diverse funding sources, including earned and contributed income. The organization is projected to grow 20% annually over the next 3 years.

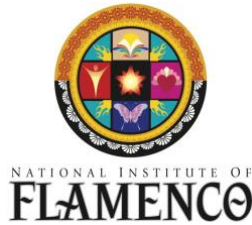
Committed to equity, the Institute employs and nourishes the professional development of people of color and provides a place for emerging artists to safely express themselves. The Institute serves many individuals who face health and economic disparities. Financial support from individuals, corporations, 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.

Job Description Overview

The Grants Administrator is a full-time position that reports to the Executive Director and works collaboratively with Grant Writers. This position's activities center around grant writing and administration, including reporting to grant-makers and Institute stakeholders. Specifically, this position is responsible for coordinating the development, administrative management, reporting and closeout of grants. The Grants Administrator will ensure that the Institute's grant-making and related processes, documents, procedures, and implementation are executed professionally, efficiently, on schedule, and in a manner consistent with best grant seeking practices.

Major Responsibilities

- Responsible for conducting the full range of activities required to prepare, submit, and manage all Institute grant proposals to foundations, corporations, government entities, and other grant-making organizations.
- Work with Grant Writers to develop and maintain a Grants calendar and annual Grants strategy, present for approval annually to the Executive Director.
- Perform prospect research on upcoming grant opportunities foundations and evaluate prospects for alignment with Institute initiatives.
- Attend grand-related informational webinars and networking events with potential funders.
- Make appointments for Executive Director with grant prospects.



- Work with Finance and Programming staff to gather information necessary to apply and report to funders.
- Ensure the Institute complies with all internal and external policies and funders' procedures.
- Accurately track and report status of all contacts, submissions, and results to the Executive Director.
- Responsible for meeting minimum annual fundraising goal tied to organizational budget as set by the Executive Director.
- Constantly build understanding of institutional history and programs.
- Edit and archive the writings of Grant Writers.
- Assist with other fundraising projects as requested by the Executive Director.
- Perform other duties as assigned.

Minimum Requirements

Education: Bachelor's degree

Experience: At least two years of grant and contract experience. Four additional years of experience may be accepted in lieu of degree. *Applicant must provide a cover letter and three professional references. Incomplete applications may not be considered.*

Knowledge and Skills:

- Strong written communication skills: ability to write clear, structured, articulate, and persuasive proposals. Strong editing skills.
- Excellent organizational, verbal, interpersonal, and written skills with attention to detail.
- Ability to meet deadlines.
- Flexibility and ability to multi-task many different activities that may involve competing deadlines is critical.
- Knowledge of fundraising information sources.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge of office systems: Microsoft Office, Dropbox, Mindbody and fundraising database systems (e.g., Donor Perfect).
- Able to function within a team and work efficiently independently.

Other requirements:

- Covid-19 vaccine required as a condition of employment. Individuals with medical issues or religious beliefs that prevent them from getting the vaccine may provide a documented exemption from a doctor or religious authority at the time the position is offered.
- Must be able to drive personal vehicle for NIF business and hold a valid driver's license with current insurance, and a clean driving record



- Offers of employment are contingent upon successful completion of criminal, driving record, and employment background screening

Salary Range:

- \$43,680-\$47,840, depending on experience
- 40 hours per week; Preferred schedule: Monday-Friday, 9:00am-5:00pm

