



## Grants Manager

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**Artpace San Antonio is a nonprofit residency program which supports regional, national, and international artists in the creation of new art. As a catalyst for artistic expression, we engage local communities with global art practices and experiences.**

Artpace is a fine arts residency program in San Antonio, Texas, with a 27-year history of working with and supporting leading contemporary artists from around the world. Artpace has a rich history and an unmatched reputation for supporting artists who live and create new works in our building. These works are exhibited for two months in San Antonio and then often worldwide and become part of major contemporary art collections.

The Grants Manager is responsible for researching, developing, and writing grant proposals to foundations, corporations, government agencies, and other grant-making organizations to communicate Artpace's mission persuasively while meeting its strategic goals. Duties include assembling and submitting grant applications, detailed grant reporting, and following and maintaining a calendar of submissions dates and other deadlines.

The Grants Manager is a full-time, salaried position. Artpace's regular workday is 9:00am to 5:00pm, Monday–Friday. Additionally, this position requires certain evenings and weekends for artists' projects, openings, lectures, and other public events. The Grants Manager reports to the Director of Development. This position has generous benefits, including paid leave, shared health care, a 401k plan, holidays, and a positive work environment. The salary range for this position is \$38,000 to \$44,000

### **Responsibilities:**

- Manage requests for grants and proposals ranging in size from \$5,000 to \$1,000,000, with approximately 50 requests submitted each year.
- Draft grant proposals to potential funders to communicate Artpace's mission and programs
- Assemble and submit grant requests, including a compelling, art-centric narrative, letters of support, budgets, and any other required materials.
- Maintain a highly detailed calendar to ensure timely delivery of letters of intent, applications, and reports.
- Conduct prospect research and identify new grant opportunities, and work with leadership to cultivate and secure new and additional corporations, foundations, and public and private funding opportunities.
- Prioritize multiple deadline-driven projects, meet deadlines, and manage the collection of supplemental materials required.
- Provide current grant status updates and reports to the Artpace board and committees.
- Provide writing support to Artpace as needed in drafting solicitation letters and acknowledgments and serve as an editor and reviewer for all Artpace public-facing documents.
- Work as a team to identify, gather, and archive important data relevant to grant writing and reporting

### *Characteristics and Qualifications Required*

- Excellent writing, analytical, and research skills
- Self-motivated, highly organized, detail-oriented
- Ability to work well under pressure and deadlines
- Ability to seek and synthesize information and communicate in a succinct form.
- Goal-driven, results-oriented team member



- Passionate advocate and promoter of the arts, and of this community
- Proficiency with Microsoft Office suite
- Bachelor's Degree
- eTapestry or Blackbaud donor database experience preferred
- 3-5 years relevant experience, aptitude for independent and cooperative decision- making and proactive creative and strategic thinking and problem-solving

Artpace provides a comfortable work environment, office space with free parking, a computer, use of Artpace email for official business, and access to physical and digital files. Working in the office and on-site is required.

Artpace San Antonio provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. Artpace's commitment to Diversity, Equity, Accessibility, and Inclusion guides all aspects of our organization including our residencies and exhibitions.

To apply please submit a PDF of a resume, a letter of interest, at least two samples of a recent writing and grant request, and three (3) references, via INDEED. The deadline is December 3, 2021, or until Artpace has a diverse pool of applicants.