



## Grants Manager Position Opening

**Job Title:** Grants Manager (Part-time)  
**Reports To:** Executive Director  
**Effective Date:** October 15, 2020  
**Approved by:** Executive Director

### Purpose:

The purpose of the Blue Ridge National Heritage Area (BRNHA) Grants Manager position is to oversee the implementation of the organization's grants program, manage data collection and annual reporting, and to assist staff in evaluating program delivery.

The Blue Ridge National Heritage Area is a federally designated 25-county region of Western North Carolina recognized for its nationally significant natural and cultural resources. The BRNHA Partnership is a 501(c) 3 non-profit charged with preserving, interpreting and sustainably developing music, craft, natural, agricultural and Cherokee heritage assets within the designated area.

BRNHA is based in Asheville, North Carolina at the regional Blue Ridge Parkway Visitor Center with a satellite office located at the NC Department of Natural and Cultural Resources-Western Office at 176 Riceville Road, Asheville. Some travel is required throughout the region and some evening and weekend activities may be necessary for this position.

This is a part-time position working an average of 20 hours a week.

### Background

Every other year, BRNHA awards approximately 20-25 grants to partners including non-profit organizations, government entities, and educational institutions that support BRNHA's mission and heritage development in the region. All grant awards must be matched at a 1:1 minimum, and grant awards range from \$2,500 up to \$16,000. A grants committee makes the final grant award decisions, and then they are approved by the Blue Ridge National Heritage Area Board of Directors.

The BRNHA 2020 Grant Cycle is already in progress but the job functions below highlight the full responsibilities of the position. The position will have a greater workload during grant review and contracting phases than at other times.

In addition, BRNHA reports the results of its annual activities to the National Park Service and to the Alliance of National Heritage Areas. Ongoing grant record keeping for these reports, as well as working with staff to complete their data collection forms, will be a function of this post. This position will also work with contracted researchers for specific evaluation projects for the organization and will assist BRNHA staff in creating surveys and other evaluation tools to measure program success.

## **Essential Job Functions:**

### *Grants Program Administration:*

- Prepare grant guidelines and solicitations.
- Prepare grant cycle announcements.
- Handle grant inquiries.
- Conduct grant information session and orientation sessions as needed.
- Coordinate grant proposal review with grants committee and board.
- Notify all applicants and awards.
- Prepare and administer grant contracts.
- Conduct site visits and evaluations as needed.
- Work with Communications Manager to promote grants awards and results.
- Manage all data collection for grant awards, ensuring grantees have met match, programmatic and budget requirements, and then create grant summaries to certify grantee completion of their project.
- Prepare grants data and summaries for a variety of reports and manage report development and implementation.
- Manage all supplemental grant approvals through the National Park Service and the North Carolina Historic Preservation office.
- Keep excellent paper and online records for all BRNHA grant awards.

### *Research Assistance and Grant Reporting*

- Manage BRNHA's annual reporting to the National Park Service and the Alliance of National Heritage Areas, set timelines and work with other staff to complete their sections of the report.
- Work with contracted professional researchers as needed to evaluate impact of BRNHA work.
- Work with staff as needed to create surveys and set up evaluation protocols to measure BRNHA program success.
- Research, track and evaluate opportunities for grants that support BRNHA activities but also serve as sources of funding for grantee projects.
- Research and evaluate online platforms for future BRNHA grants management (including receiving grant applications).

### *Organization and Management Skills:*

- Experience managing contracts with meticulous attention to detail in the development and implementation of grant contracts.
- Ability to set realistic goals and work within budget guidelines and procedures.
- Must have strong project management skills, with the ability to manage multiple projects, and follow through on projects from concept to implementation while maintaining attention to detail.
- Must be highly organized, self-directed, and motivated.

Communications Skills:

- Excellent writing and verbal skills.
- Good listener and the ability to maintain confidentiality.
- Capacity to engage a variety of audiences as well as prepare and make presentations.

Technical Skills:

- Proficiency with Microsoft Office Suite including Word, Excel and PowerPoint.
- Experience in managing extensive databases.
- Proficiency in producing and tracking a variety of data sets.
- Adeptness in maintaining accurate data and keeping good print and electronic records.

Education and Experience:

- Bachelor's degree and any combination of education and training in project management, business, non-profit management, and/or managing natural, historical or cultural resources.
- Three to five years' experience in administering grant programs and developing grant contracts.
- Three to five years' experience working in a cultural, educational, business, or non-profit institution.
- Experience in evaluating projects and programs.

Interpersonal Skills:

- Passion for making a difference and appreciating Western North Carolina's natural and cultural resources.
- Ability to work collaboratively and be responsive within a small team and foster positive relationships.
- Strong work ethic and a desire to produce high quality work.
- Ability to professionally represent BRNHA at meetings with elected officials, funders and the public, as needed.
- Capacity to work in a fast-paced environment and maintain positive attitude, attention to detail and meet deadlines.

**Working Environment and Physical Demands:**

- Work in an office environment with the ability and flexibility to travel across the 25-county region, and ability to work some weekends as needed.
- Must use personal vehicle for travel with federally approved mileage reimbursement.
- May occasionally lift and/or move up to 20-30 pounds.
- Close vision is required as well as an ability to speak and hear clearly.
- Some walking or standing may be required while out in the field, and position will have to sit and reach with hands and arms. Good eye/hand/foot coordination required.

**Certificates and Licenses:**

The employee is required to have a North Carolina Driver's License and show proof of automobile insurance.

Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions of the job.

Equal Opportunity Employer (EOE).

**Apply for the Position:**

To be considered for this position, please submit resume, cover letter, three references and three writing samples to Cindy Blankenship at [cindy@blueridgeheritage.com](mailto:cindy@blueridgeheritage.com).

Job position remains open until filled. Expected timeframe to fill the position is December 2020.