



GRANTS MANAGER JOB DESCRIPTION

Job Title: Grants Manager (Part-time)
Reports To: Executive Director
Effective Date: June 17, 2022
Approved by: Executive Director
Status: Part-time (20-25 hours a week)/Hybrid work options offered.

Purpose:

The purpose of the Blue Ridge National Heritage Area (BRNHA) Grants Manager position is to:

1. Manage the organization's grant awards program including the application process, related communication, the reimbursement process, and annual reporting.
2. Assist the Executive Director to research and apply for grant funding from external sources that will further the objectives of the organization.
3. Collaborate with other BRNHA staff on projects that support audiences for the Blue Ridge Craft Trails and Blue Ridge Music Trails, as well as relationships with the BRNHA Board, partners, funders, grantees, and elected officials.

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. Some travel is required throughout the region and some evening and weekend activities may be necessary for this position. BRNHA has been offering a grants program to non-profits and communities for nearly 20 years. The organization has awarded more than 180 grants, making a significant impact to preserve Western North Carolina's natural and cultural heritage and support small towns.

Essential Job Functions:

Grants Program Administration:

- Prepare grant guidelines and solicitations for every other year grant cycle.
- 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.

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www.BlueRidgeMusicNC.com

- 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.

Grant Writing:

- Research, track and evaluate opportunities for grants that support BRNHA activities but also serve as sources of funding for grantee projects.
- Assist with the assembly of documentation for grant proposals.
- Prepare information and materials required for application packets.
- Assist with performance tracking, reimbursements and reporting as needed.

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 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.
- Experience writing or assembling information for the completion of grant applications.
- 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.
- Two years’ experience in administering grant programs and developing grant contracts. (Federal grant experience a plus)
- Two 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.
- 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.

To apply, please send resume and three references to Cindy Blankenship at cindy@blueridgeheritage.com.

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

Equal Opportunity Employer (EOE).