

GRANTMAKING MANAGER

REPORTS TO: Director of Grants Administration

FLSA STATUS: Exempt / Full-Time

REVISION DATE: May 2025

JOB SUMMARY

The Grantmaking Manager supports the Director of Grants Administration in advancing arts and culture throughout Northeast Florida. This role is responsible for managing the Cultural Council's grantmaking efforts, including the publicly funded Cultural Service Grant Program (CSGP) and other publicly and privately funded initiatives. These programs offer support to nonprofit organizations and individuals for general operations, specific programs, and capital projects.

ESSENTIAL DUTIES & RESPONSIBILITIES

PROGRAM MANAGEMENT & OPERATIONS

- Manage and maintain expertise in the Foundant online grantmaking system and Cultural Council grant procedures, city ordinances, and compliance standards
- Develop, evaluate, and continuously improve grant programs, processes, guidelines, and evaluation tools
- Conduct annual compliance monitoring, review financial documents, and coordinate grant fund disbursements with the CFO

GRANTEE RELATIONS & SUPPORT

- Serve as primary contact for applicant and grantee inquiries, delivering technical assistance, training, and professional development opportunities
- Foster strong relationships with grantees, volunteers, and community partners while building a comprehensive understanding of Northeast Florida's arts and culture landscape
- Lead grant compliance efforts by monitoring program objectives and ensuring adherence to contractual requirements

ADMINISTRATIVE & LEGAL COMPLIANCE

- Evaluate applicant eligibility, prepare grantee contracts, and maintain accurate digital and physical grant records

- Ensure compliance with Florida's Sunshine Law, oversee submission of final reports to City Council Auditor's Office, and provide administrative support for grant hearings
- Coordinate volunteer grant review committees and support public notices, correspondence, and meeting documentation

STRATEGIC SUPPORT & COLLABORATION

- Collaborate with the Director of Marketing & Communications on grant-specific e-newsletters and website content, and with the Director of Development to identify and apply for funding opportunities for the Cultural Council
- Support events, advocacy initiatives, and resource sharing for grantees and the broader arts and culture sector
- Collect data and statistics related to grantmaking activities and assist in overall administration of public and private grant programs

JOB REQUIREMENTS

- Must embrace the mission of the Cultural Council of Greater Jacksonville
- Possess strong communication skills, both written and verbal
- Be self-motivated, deadline driven, and exhibit "follow through" on tasks and goals
- Must have superior organizational skills and an intense attention to detail
- Ability to analyze budgets and financial reports
- Knowledge and understanding of nonprofit financials and accounting principles, contracts and compliance
- Ability to work independently and manage multiple tasks and priorities
- Must be flexible and adaptable when needed
- Must have strong interpersonal skills and the ability to work with a wide variety of stakeholders
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability
- Exhibit cultural awareness, including use of appropriate words and actions, as a member of our diverse organization and community
- Focused on providing superior customer service

QUALIFICATIONS

- Bachelor's degree is required
- Three to five years of professional work experience in grant management or a related field

- Fluent with technology including Microsoft Office (especially Excel), Foundant, and Smartsheet
- Preference for experience in a nonprofit, government or philanthropic work setting
- Legal background a plus
- Knowledge of the local arts/culture/humanities sector a plus

PHYSICAL REQUIREMENTS

While performing the essential functions of this job, the employee is regularly required to stand, walk, sit, reach with hands and arms, talk and hear for extended periods of time. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close, distance, and peripheral vision, depth perception and the ability to adjust focus. Employee must be able to read and analyze financial data, reports and documentation as well as work at a computer for extended periods of time.

COMPENSATION & BENEFITS

Salary range is \$60,000 - \$75,000, commensurate with experience.

CCGJ offers a flexible, hybrid work schedule and generous time off, including 18 days of PTO and 11 paid holidays. Health, vision and dental insurance are offered, as well as company-paid group life insurance, and short- and long-term disability insurance. Employees are eligible to contribute to a 403(b) plan, with a 2% match after one year of employment.

TO APPLY

Please send resumé, cover letter and references to our search firm, Galloway Gonzalez Consulting, at allison@gallowaygonzalez.com by June 27, 2025.