

ADMINISTRATIVE AND GRANTS MANAGER

The National Council for the Traditional Arts (NCTA) seeks an experienced, organized administrative and grants manager. This key member of the team ensures the day-to-day functioning of the organization, including administrative and grants management, human resources and the technology infrastructure. Additionally, this team member will develop and administer the internship program, and provide support to programmatic and fundraising initiatives. This position reports to, and works closely with, the Executive Director.

Operations and Administration

Improve the effectiveness and efficiency of operational systems, processes and policies in support of better management and data reporting, information flow and management, financial and organizational planning across all programs and activities.

- Educate employees regarding staff tools, policies and procedures; coordinate and manage the timely updating of such materials
- Oversee organizational HR and insurance policies and lease agreements
- In partnership with the Financial Manager, administer payroll and employee benefits and organizational insurance
- Participate in the development of annual organizational budgets
- Oversee the maintenance and proper storage of archival financial, administrative and program files; work to further develop and codify systems for retaining and accessing critical documentation of organizational activities and programs
- Troubleshoot copier, computer, and phone issues; work with external vendors, including IT, phone, and building management
- Work closely and transparently with external project partners, vendors and consultants
- Liaise with NCTA's general counsel as directed in addressing legal issues e.g. copyright, partnerships, licensing, etc.
- Manage government grant/financial filings and registrations
- Monitor fundraising and accounting systems and procedures to capture all contributions and pledges; assist with donor acknowledgement and follow up
- Recruit and manage interns and office volunteers
- Protect operations by keeping organizational and financial information confidential

Grants Management

Manage the financial administration and reports of federal, state, and private grants, including, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, reimbursement requests, and ensuring that compliance with grant guidelines and procedures, and reporting requirements are met.

- Oversee the timely submission of grant applications; coordinate the compilation of grant components assigned to individual program staff; assist in the budget development process and perform budget analysis as assigned.
- Ensure pre- and post-award compliance with application legal requirements, statutes

and regulations of the grantor, as applicable, including Title 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

- Oversee the regular maintenance of grant files, reporting calendars, and updating internal documentation
- Assist in evaluating the fiscal administration of grant programs.

Executive Director Support

- Work with the Executive Director on organizational goals, initiatives and strategies
- Help coordinate, schedule, and organize Board meetings (approximately 4 per year); provide logistical support for board/staff meetings and other meetings or events
- Partner with the Executive Director in essential internal leadership activities (human resources, administration, financial, board and staff organizational planning)
- Serve as a key internal contact, within position parameters, in the Executive Director's absence

Desired Qualifications

- Bachelor's degree, and five or more years of non-profit or government sector administrative experience, including grants management experience
- Affinity for improving organizational processes, creating efficient systems, and institutionalizing knowledge
- Knowledge of grants processes including accounting and financial reporting.
- Ability to: interpret grant funding requirements, submissions, and budget projections; interpret federal, state, and local government laws and regulations regarding grant administration; and review the work of others to ensure conformance to standards;
- Strong organizational and time management skills
- Excellent communication (oral and written), with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- Proficient in Microsoft Office, Adobe Acrobat, and financial management and accounting software programs, including spreadsheets and databases
- A commitment to the arts and culture and to maintaining high professional ethical standards
- Comfortable operating in a fast paced, informal, collegial small-office environment
- Experience in working with IT personnel, and assessing software and other general office technological needs
- Discretion in maintaining confidential information

Position:

Full time OR part-time will be considered, as in, for example, the case of a highly experienced individual seeking a fulfilling post-retirement position in the arts working with talented, mission-driven professionals. Compensation is commensurate with experience. Full-time benefits package includes medical, dental, vacation and sick leave.

APPLICATIONS & INQUIRIES

Please submit a cover letter and resume electronically to: work@ncta-usa.org