

Rhode Island Council for the Humanities

131 Washington Street, Suite 210

Providence, RI 02903

www.rihumanities.org



RHODE ISLAND
COUNCIL *for* the HUMANITIES

POSITION DESCRIPTION

TITLE: Grantmaking Program Coordinator

HOURS: Part-time, 20-25 hours/week starting early June 2020-November 2020
While there is some flexibility in the schedule, we expect the Grantmaking Program Coordinator to primarily work weekdays, during normal business hours. This is a temporary position, ending November 30th.

THE ORGANIZATION:

The Rhode Island Council for the Humanities seeds, supports, and strengthens public history, cultural heritage, civic education, and community engagement by and for all Rhode Islanders. For over 45 years, we have cultivated diverse expressions of the public humanities through vital and innovative public programs, research, and media projects that have reached millions of people in Rhode Island and beyond. We are a catalyst for engagement with our state's remarkable history and culture, and believe in the power of the humanities community to inspire and improve Rhode Island. The Council was founded in 1973 as an independent state affiliate of the National Endowment for the Humanities. A private nonprofit 501(c)3 organization, the Council is supported by federal and private funds.

THE GRANTMAKING PROGRAM:

The Rhode Island Council for the Humanities Grantmaking Program funds nonprofit organizations and individual researchers to stimulate new research in the humanities, spark thoughtful community exchange, build new audiences for the humanities, innovate new methods in the humanities, and advocate for the importance of the humanities for a lively and engaged democratic public.

THE ROLE:

Reporting to the Associate Director of Grants & Partnerships, the Grantmaking Program Coordinator provides a high level of support to all the major functions of the Council's Grantmaking Program, ensuring that the full grant cycle process runs smoothly and efficiently. The Grantmaking Program Coordinator ensures that staff, board, partners, and grantees collaborate through organized, coordinated efforts. The position is a great opportunity for someone interested in gaining grantmaking and grant management experience.

Specific responsibilities include:

- Assist with grants award management and tracking of grant information
- Prepare award packets, print forms and materials
- Create and update grant files by maintaining grantmaking databases (FileMaker & Foundant)
- Archive and activate grants records and materials
- Communicate and work with grantmaking constituents, including grantees, board members, and other nonprofit funders

Beyond these regular responsibilities, as a small staff with big ambitions, we very often find ourselves in “all hands on deck” mode. There are periodic evening and weekend events. We expect that the Grantmaking Program Coordinator will be an enthusiastic member of our team. Our small size also allows staff members to develop skills and to participate in planning and collaboration beyond individual functional areas. The Council actively cultivates a rewarding learning environment, and the ideal candidate would value and participate in that.

CANDIDATE PROFILE:

The successful candidate will have excellent written and oral communication skills and will be highly organized and effective at managing multiple projects and priorities. Preferably, the candidate will have a minimum of two years of office and administrative experience.

Specific competencies and qualities include:

- Customer service orientation
- Initiative, self-motivation, and follow through
- Collaboration and team orientation
- Proficiency with Microsoft Word and Excel, social media, and databases.
 - Experience with FileMaker Pro a plus
- Experience in a Mac computer environment
- Excellent time management skills
- Meticulous attention to detail
- Passion for and commitment to the public humanities

APPLICATION PROCESS:

The Rhode Island Council for the Humanities is committed to workplace diversity. Salary is based on qualifications and experience. Because the Council has a small, ambitious staff, there are many opportunities for cross-training and teamwork. The Council also offers professional development.

Please send resume and cover letter via email attachment by 5:00pm (EST) on **May 18** to Scott Raker, Operations Officer, at scott@rihumanities.org, with the subject line: Grantmaking Program Coordinator. No phone calls, please.