**Job Description**

Title: Grants and Contracts Manager  
Reports to: Director of Business Advancement  
Status: Full Time, Exempt

**Job Description:**  
The Grants and Contracts Manager supports Keshet’s mission and programming by cultivating foundation and government funding through administration of grants and contracts. This position seeks funding support by identifying and applying for various grants that meet the needs of the organization; overseeing the grant application process from beginning to end; and managing grant deliverables and reports. Additionally, this position oversees the grant and contract administrative process, including but not limited to, managing timelines and deadlines, preparing and monitoring budgets, and coordinating and engaging with other members of Keshet’s staff.

**Responsibilities include:**
- Research various types of grants available and the criteria to qualify for each
- Compile necessary information and materials for the application process through collaboration with other staff members, database research, and other fact-finding actions and meetings
- Draft and complete grant applications according to application requirements; including completion of all documents, forms, and/or reports, as required
- Coordinate the monitoring and evaluation of grant funded programs and projects
- Clear, consistent, and effective communication with program team for grant deliverables, budget, timelines, and activities
- Tracking of deliverables, activities, and evaluations
- Other duties as assigned

**Qualifications:**
The position requires the following skills and experience:
- Thorough understanding of local, state, and federal funding sources and the ability to locate potential sources of funding
- Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations.
- Ability to interpret financial data and prepare budgets and financial grant reports
- Excellent verbal and written communication skills
- Organized and meticulous with details
- Thorough understanding of grant writing techniques
- Positive and professional demeanor
- Proficiency in Word, Excel, Google Docs, IT systems, & ability to develop new software program skills
- Team player

**To apply:**
Please send cover letter, resume, and three, 1-page, single-spaced writing samples to lindsay@KeshetArts.org. Please cc shira@KeshetArts.org and adrian@KeshetArts.org
Keshet prohibits discrimination of employment, promotion, compensation, terms, conditions, or privileges of employment on the basis of gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, veteran’s status, or any other basis prohibited by applicable law. Keshet is an equal opportunity employer and will comply with all applicable laws prohibiting discrimination in employment. Our equal opportunity policy covers all programs, services, policies, and procedures, including opportunity for employment and treatment as an employee, as well as opportunities for consultants to contract with the organization. Keshet is committed to building a staff that reflects the diversity of our communities. Working towards the goal of a diverse team, our policy extends to both staff and consultants.

Keshet is committed to investing in the leadership of formerly incarcerated and systems-impacted people. People who identify as Black, Brown, Indigenous, POC, women, queer, trans, and formerly incarcerated or systems-impacted are encouraged to apply. Keshet does not discourage or discriminate against people with convictions. You will not be asked if you have ever been convicted of a crime on the application or interview.