



**Keshet Dance & Center for the Arts  
Job Opportunity**

**Job Title:** Grants & Contracts Manager  
**Salary:** \$22-\$26/hour (DOE)  
**Status:** Part-Time Hourly (*anticipated average 10-20 hours per week*)  
**Start Date:** Flexible, when qualified candidate is found

**Location:** This position can be in-person (Albuquerque, NM), hybrid, or virtual

**To Apply:** Send cover letter & resume to Marissa Reynolds, HR Coordinator,  
[marissa@KeshetArts.org](mailto:marissa@KeshetArts.org) and cc [info@KeshetArts.org](mailto:info@KeshetArts.org)

All positions support Keshet's mission and vision, and play an active role in Keshet's programming and operations.

**Mission:** *Rooted in dance, mentorship, and a welcoming space for the arts, Keshet activates community and fosters unlimited possibilities through education, engagement, innovation, and the pursuit of justice.*

**Vision:** *To celebrate the art of dance and be a welcoming home for the intersection of the arts, artists, and audience; actuating a flourishing environment for empowered individuals, nurtured communities, and sustained equity.*

All positions include an expectation of attending regularly scheduled staff meetings, related team meetings, and other staff engagement activities as they arise.

All staff work collaboratively with their direct supervisor and team to build a schedule that meets their work/life balance, and meets the needs of Keshet programming and operations.

Keshet is committed to sustaining a staff that reflects the diversity of our communities. People who identify as Black, Brown, Indigenous, POC, women, queer, trans, and formerly incarcerated or systems-impacted individuals are encouraged to apply. Keshet is committed to investing in the leadership of formerly incarcerated and systems-impacted people.

**Enclosed:**

- Job Description
- Organizational Values and Touchstones

## JOB DESCRIPTION

**Title:** Grants & Contracts Manager  
Reports To: Artistic Director  
Primary Team Composition: Artistic Director, Grant Writer, Finance Manager  
Secondary Team Composition: Director of Strategic Development  
Director of Programming and Engagement  
Communications Manager  
Advancement Manager  
Major Giving Team Members

### **Position Overview:**

The Grants & Contracts Manager will support Keshet's mission, programming and operations by **managing Keshet's Government & Foundation grants, contracts, invoices, and relationships**. This position will ensure adherence to all required deliverables within contracted agreements.

The Grants & Contracts Manager will work closely with Keshet's Artistic Director and Grant Writer to execute this role, overseeing contracts, invoices, communications, and relationships connected to funds generated through public and private proposals and funding requests.

Contracts to manage include government contracts at the local, state, and federal level, and private foundation contracts via local, regional, national, and occasionally international funders. Keshet currently processes approximately \$1,500,000 in grants and contracts annually.

### **Responsibilities include:**

- Execute contract processing of all government and private grant and contract awards from the point of award notification to completion of contract deliverables. This includes:
  - Ensuring all contracts are fully signed, executed, filed, and tracked
  - Ensuring all contracts expectations are fulfilled (in partnership with full Keshet team - communications, financial, program, and fundraising teams)
  - Executing all contract reporting, invoicing, and close out requirements accurately and comprehensively by required deadlines
  - Attending and completing required grant deliverable trainings, webinars, etc as identified by the funding/contracting entity.
  - Executing all additional contract deliverable logistics
  - Maintaining active and appropriate communication with all contract partners, ensuring longevity of relationships and health of future Keshet operations and sustainability.
  - Maintaining active communication with internal team about contract timelines, expectations, requirements, and funder/contractor relationships
- Work closely with Participate actively in Keshet team development, staff meetings, and other organizational learning and growth opportunities.
- Understand and integrate role within Keshet's various fundraising and reporting systems including Altru, Quickbooks, Excel/Google Sheets, etc.

### **Desired Qualifications:**

- 5+ years of experiential background in contract management via private and public funding sources, including local, state, and federal contracts
- Experience in nonprofit administration and financial administration
- Extraordinary detail management, project management, and organizational skills
- Excellent written and verbal communication skills (interpersonal, group, internal team facing, overall relationship building)
- Ability to manage multiple schedules and contracts simultaneously
- Experience working collaboratively, with the ability to thrive and maintain goals and deadlines in a dynamic, active, team environment
- Active use of Excel, Word, Google Suite, Dropbox
- This is NOT a fundraising position, however a background in fundraising and/or fundraising administration is an incredibly helpful attribute to bring to this position.

# Keshet Core Values & Organizational Touchstones

## Organizational Core Values

*adopted by Keshet's Board of Directors in 2010  
Values that Guide Decision Making and Behaviors*

### **Personal Growth**

seeking opportunities for stakeholders to grow beyond existing levels of competence

### **Excellence**

pursuing achievements that reach the highest professional and personal standards in all endeavors

### **Fluidity**

maintaining the ability and capacity to adapt to change

### **Opportunity**

embracing calculated risks that lead to achievement, creating opportunity with courage

### **Inclusion**

creating an inviting and accessible environment

### **Authenticity**

ensuring an atmosphere of openness and transparency

## Organizational Core Touchstones

*Qualities and Approaches that Guide Business and Program Development, Implementation, Priorities and Nuances*

### **Mindfulness**

We are mindful of the whole human; we are mindful of external and internal circumstances; we approach our work with presence, respect, and intention.

### **Joyfulness**

We value and nurture a positive, kind, and respectful environment in which playfulness, optimism, light, and joy can thrive.

### **Boldness & Adventurousome**

Through boldness, bravery, and a sense of optimism, we enjoy, we revel, we seek new, we dig deep.

### **Mentorship**

We are all teachers, we are all learners; always, at all ages and stages.

### **Responsibility & Accountability**

We recognize our responsibility as listeners, learners, teachers, and mentors in our contemporary world. We listen, reflect, and respond. We recognize we will make mistakes and we commit to consistency in listening and learning, allowing for responsiveness vs reactivity. We recognize that listening is only part of the equation, consistent authentic listening supports responsible action with integrity. We choose courage over comfort.

### **Artistry & Creativity**

We support the personal and collective pursuit of truths through the beautiful and powerful art of dance.