

Full-/Part-Time	Full-time
Regular/Temporary	Regular
Exempt/Non-Exempt:	Exempt
Salary:	\$48,000–\$52,000, depending on experience
Benefits:	Health, dental, and vision insurance; life insurance; long-term disability insurance; and retirement contribution (no wait period)
Immediate supervisor:	Executive director

Humanities Montana is an Equal Opportunity Employer and actively seeks a diverse pool of candidates for this position.

POSITION DYNAMICS

- Do you believe that the humanities (history, literature, civic education, languages, philosophy, etc.) can transform lives and build collaborative and inclusive communities?
- Would you find inspiration through working with Montana cultural organizations and nonprofits, supporting their humanities projects through grantmaking?
- Does communicating the compelling impact of humanities grantmaking through data and stories sound like fun to you?
- Would you like your talents, skills, and leadership to make a real difference at a vibrant, highly regarded statewide nonprofit?

If so, Humanities Montana would love to welcome you to our team!

POSITION DESCRIPTION

Humanities Montana seeks a **grants manager** to lead and oversee all stages of our grantmaking processes—outreach, application, evaluation/review, contracts, fund distribution, and reporting. The grants manager will ensure that all aspects of Humanities Montana’s grantmaking align with our mission, capacity, and strategic plan and communicate the local and statewide impact of our humanities grantmaking. The grants manager will report to the executive director and collaborate with all members of our small team.

KNOWLEDGE/SKILLS/ABILITIES

- Excited about Humanities Montana's mission and eager to learn more about public humanities grantmaking
- Passionate about Montana and the role the humanities can play in the future of our diverse and changing state
- Experience with or ability to learn grant review, assessment, and evaluation processes
- Knowledge and understanding of grantmaking philanthropic practices (or ability to learn)
- Experience with or ability to learn our grantmaking database software, [Foundant](#)
- Strong record-keeping, data-entry, and data-reporting skills
- Excellent written, oral, and presentation skills, including ability to adapt tone and style depending on audience and setting
- Strong task-management skills, including ability to prioritize when managing a portfolio of multiple grantmaking areas and reporting deadlines
- Strong interpersonal and active listening skills with the ability to effectively interface with Humanities Montana colleagues and constituents throughout the state
- Extremely detail-oriented and able to establish new systems and processes as needed
- Skilled with technology: Experience with or ability to learn Microsoft Office Suite; DocuSign; LastPass; Google WorkSpace; and our constituent database, [Salsa CRM](#)

RESPONSIBILITIES AND DUTIES:

Outreach and Impact

- Build ongoing relationships with potential, current, and former grantees to facilitate a rich pool of grant applicants and an awareness of grantee needs
- Enhance outreach to rural communities and to organizations serving Native populations throughout Montana
- Provide grant coaching to potential applicants and feedback to unsuccessful applicants
- Network with state, regional, and national grantmaking organizations to stay up-to-date on best practices in grantmaking
- Oversee and lead the collection of content, visuals, data, and other materials from grant recipients to communicate the impact of Humanities Montana's grantmaking

Grant Processing, Compliance, and Reporting

- Process and oversee approx. 40-50 grant contracts and payments each year
- Ensure grantee compliance with federal and accounting guidelines with the executive director and the accountant

- Oversee and monitor grants budget lines (totaling approx. \$100,000–\$200,000/year) in collaboration with the accountant and the executive director
- Assist the office manager with maintaining accurate and up-to-date contact records and grants data in our internal databases
- Produce compliance reports based on grantmaking data
- Interact with and provide reports for the board of directors

Organizational Goals and Administration

- Support the development and implementation of diversity, equity, inclusion, and access goals of Humanities Montana in its grantmaking through continuous learning and improvement
- Write newsletter and general communications content related to grantmaking, and develop communications plan for grants outreach
- Collaborate with Humanities Montana staff in development, programs, and communications to enhance opportunities, resources, and outreach for Humanities Montana
- Participate in regular team meetings and trainings
- Travel overnight within Montana multiple times per year to attend board meetings and for grants outreach and monitoring

EDUCATION AND/OR EQUIVALENT EXPERIENCE

- Completed bachelor's degree in a humanities discipline or equivalent combination of education and experience

We realize there are some great candidates who won't check all these boxes, and we also know that you might bring important skills that we haven't considered. If that's you, don't hesitate to apply and tell us about yourself!

WORK ENVIRONMENT

Humanities Montana offers the opportunity for new team members to contribute to an inclusive, welcoming, and vibrant team. We are a small organization with a big impact throughout the state, so that means our office environment is fast-paced with multiple overlapping deadlines and initiatives. As a humanities organization, we aim to bring our mission of transformative conversations and empathy-building storytelling to our work with each other as a team.

Humanities Montana is responding to the evolving COVID-19 situation and follows local health and safety requirements as well as the requirements of the University of Montana. At this time, the grants

manager position is based in our offices in historic Brantly Hall on the University of Montana campus. There may be circumstances where remote or hybrid arrangements may be considered. Remote or hybrid working arrangements must be approved by the executive director and will be reviewed periodically so as to best meet the organization's mission and goals. There is no guarantee to approve or extend a remote or hybrid working arrangement. Office hours are 8 am to 5 pm, but we offer flexible working schedules and strive to balance the professional and personal needs of our staff with the mission and needs of the organization by offering some flexibility with working schedules.

OTHER BENEFITS

- Generous vacation and sick-leave policies
- Parental leave
- Cellphone stipend
- UM campus parking pass

APPLICATION PROCESS/DEADLINE

To apply, send a resume and cover letter explaining your interest in the position to jobs@humanitiesmontana.org. We are currently posting multiple positions, so please include the name of the position you are applying for in the subject line. Finalists will be asked to submit references and a writing sample. All applications will be acknowledged within 24 business hours of receipt.

Applications are requested by **April 15** but will be accepted until the position is filled. Early applications are encouraged. We invite you to learn about Humanities Montana, our mission, and our grantmaking and programs through our website, www.humanitiesmontana.org, before applying. All applications must be in writing and will be treated confidentially.