

Friday, September 22, 2023

Dance/NYC seeks Grantmaking Assistant

Company: Dance/NYC

Location: New York, NY

Compensation: \$23 per hour, 25 hours/week

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Dance/NYC seeks a part-time Grantmaking Assistant who will support the operation of Dance/NYC's grantmaking initiatives and priorities under the direction of the Grantmaking Manager.

Status: Part-Time 25 hours/week, At-Will, Non-Exempt

Commence Date: As soon as possible

Reports to: Grantmaking Manager

Supervises: Interns

Coordinates with: Staff and Independent Contractors

Compensation: \$23 per hour*

**Dance/NYC offers the highest available compensation our budget can afford as an alternative to negotiation, which can introduce bias and reflect an individual's positional power or negotiation skills rather than their job qualifications.*

The application deadline is Friday, October 20, 2023

For more information and to apply: <https://docs.google.com/document/d/1n2gGu9WdiHZRc2YBT2KuvGaXFgnObJ16s6liDENHHfk/edit>

Role-Specific Skills

- High proficiency in Microsoft Office Suite, Google Suite, CRM software, and technological applications;
- Methodical and detail oriented, with excellent planning and time management skills, and be able to advance multiple projects simultaneously while meeting deadlines;
- Versed in the arts and culture landscape and will have a commitment to justice, equity, and inclusion

Essential Function, Duties and Responsibilities

Program Assistance (70%)

- Reporting to the Grantmaking Manager and working in collaboration with key staff, provide support for the execution of Dance/NYC's grantmaking programs:

- New York City Dance Rehearsal Space Subsidy Program
- Dance Advancement Fund
- Disability. Dance. Artistry. Dance and Social Justice Fellowship Program
- And new grantmaking initiatives as they arise.

- Monitor project email inboxes (artistresidency@dance.nyc, covid19@dance.nyc, danceadvancementfund@dance.nyc, rehearsalspacesubsidy@dance.nyc) and follow protocol for answering prospective applicant inquiries

- Assist in creating and updating forms (applications, interim grantee reports, final grantee reports) on Submittable

- Track and review panelist recruitment and assist in follow-up as applicable

- Follow protocol for application intake, review of applications for eligibility and completeness, and financial and legal due diligence

- Track completion of interim and final grantee reports and use protocol for follow up

- Assist in preparing grantee notifications, contracts, and requirements

- Administer applicant and grantee data across programs to facilitate internal monitoring and program evaluation, and to fulfill reporting requirements for program funder

General Administration (25%)

- Prepare meetings including calendar scheduling, creating agendas and taking meeting notes

- Manage files on server and Google Drive

- Assist in updating departmental web pages on Dance.NYC

- Create and export reports from Submittable

- Participate in meetings for grantmaking programs including but not limited to debrief meetings and strategy meetings

- Provide additional administrative support to Grantmaking Manager for the administration of current and/or new grantmaking programs as needed

Justice, Equity and Inclusion (5%)

Prioritize ongoing learning on justice, equity and inclusion:

- Regularly engage in learning focused on Justice, Equity, and Inclusion (including but not limited to racism, xenophobia, ableism);
- Apply learning(s) on Justice, Equity, and Inclusion within the role and in the management of projects and/or staff/collaborators;
- Uphold Dance/NYC's values and practices in every aspect of work execution.

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