

Tuesday, June 24, 2025

## Dance/NYC seeks a Grantmaking Manager

Company: Dance/NYC

Location: New York, NY

Compensation: Package includes a salary of \$64,000\* and competitive benefits

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Dance/NYC seeks a key full-time Grantmaking Manager to strategically manage and sustain the implementation of its grantmaking initiatives and priorities.

Status: Full-Time, At-Will, Exempt Position

Commence Date: September 1, 2025

Reports to: Organizational Leadership

Compensation: Package includes a salary of \$64,000\* and competitive benefits

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

Location: Hybrid of remote and in-person. This position is for cultural workers based in the NYC metropolitan area.

Application Link: <https://dancenyc.submittable.com/submit/b4c6e6d5-a865-4800-99ab-6880468e47ae/view>

Hiring Process Timeline Link: <https://www.dance.nyc/about/jobopportunities>

### Location + Accessibility

Dance/NYC is operating as a hybrid of remote and in-person work. Because Dance/NYC only serves the five boroughs of New York City and surrounding counties of Bergen, Hudson in New Jersey State, and Rockland, Westchester, Nassau, and Suffolk counties in New York State; and the City of Yonkers, Dance/NYC is only recruiting cultural workers who are based in this geographic area and able to commute to regular in-person meetings and events.

Dance/NYC does not operate from a single physical office location. Our in-person meetings and events are hosted at various venues throughout the city. We prioritize accessibility in all event and meeting spaces, selecting locations that offer step-free access or lifts/ramps where needed. We also provide additional access services such as CART captioning, ASL interpretation, and other accommodations upon request.

We are committed to creating welcoming environments for all members of the dance community and continue to evaluate and improve access in alignment with disability justice principles.

### Qualifications

Below are core competencies for every position at Dance/NYC that guide how we engage in our work. Role-specific qualifications are also listed.

- Getting Results - Works effectively, individually and in groups, taking initiative and responsibility to produce deliverables by

- established due dates
- Problem-Solving and Decision Making - Identifies issues and solutions as appropriate.
- Planning and Development - Organizes workload appropriately within a realistic timeline by anticipating needed resources, prioritizing responsibilities, and devising back-up plans when circumstances require adaptability.
- Occupational/Technical Knowledge - Applies a combination of job-specific technical skills and well-versed knowledge of the NYC dance community to their work.
- Leadership - Leads the efforts of others in the organization by fostering teamwork.
- Interpersonal Skills and Relationships - Fosters healthy relationships with colleagues and external contacts in order to achieve goodwill, conduct negotiations and render services. Manages interpersonal conflict effectively as needed.
- Communications - Communicates effectively and openly, keeping relevant stakeholders informed on work progress or problems, and soliciting and incorporating feedback on their work. Has excellent writing, copy editing, verbal communication, and presentation skills.
- Self-Management Skills - Demonstrates self-discipline, emotional intelligence, resiliency, adaptability, and self-confidence in dealing with difficult situations and accountability.
- Justice, Equity, and Inclusion - Is aware of and regularly tends to the impact of their social identities and actions within their role and in relationship with colleagues and stakeholders.

### Role-Specific Skills

- Knowledge and experience implementing effective grantmaking strategies and managing people, processes, and timelines;
- Detail-oriented with excellent writing, copy editing, planning, and time management skills; able to manage multiple projects and deadlines;
- Familiarity with the arts and culture landscape and a commitment to justice, equity, and inclusion;
- High proficiency with current and emerging technologies relevant to the work (e.g., Notion, Submittable);
- Project Management experience;
- Experience facilitating and presenting in public settings;
- Strategic thinker able to connect projects to organizational goals and use data to inform decisions;
- Adaptable and responsive to shifts in the arts and political landscape.

### Additional Skills

- Fluency in a foreign language is an asset, but not required.

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### Essential Function, Duties and Responsibilities

#### I. Program Management (50%)

- Manage implementation of Dance/NYC's grantmaking programs in collaboration with staff and consultants:
  - New York City Dance Rehearsal Space Subsidy Program
  - Dance Advancement Fund
  - Dance Workforce Resilience Fund
  - And new grantmaking initiatives as they arise
- Develop or review program assets (e.g., application and reporting materials).
- Oversee outreach, promotions, and communications with key staff and external stakeholders.
- Oversee review panel processes, including:
  - Review panelist recruitment, contracting, training, and assignment of applications, and
  - Preparation and facilitation of review panel meetings and applicant-panelist interviews as applicable
- Prepare award notifications, contracts, and grant requirements; serve as liaison for related queries.
- In collaboration with identified project consultants (as applicable), analyze grantee reports for compliance and trends; recommend programmatic adjustments.
- Facilitate program debriefs with staff, consultants, and partners.

#### II. Development and Implementation of Strategy (10%)

- Collaborate on new/renewed grantmaking concepts informed by past programs, equity priorities, and field practices
- Assist in preparation of grantmaking program proposals to prospective funders, with specific emphasis on administrative considerations and project timeline development
- Assess and revise grantmaking protocols as needed (e.g., intake, eligibility review, applicant feedback)
- In collaboration with the Organizational Leadership and identified project consultants, set grantmaking program priorities, including the development and implementation of algorithmic tools for use in grantee selections

#### III. Financial Management (10%)

- Manage grantmaking program expenses and track award disbursements according to available funding

- Support reconciliation of grantmaking income/expenses with bookkeeping and audit vendors

IV. Exercising Judgment/Decision Making (5%)

- In collaboration with the Organizational Leadership:
  - make final grantee and funding level determinations based on established program priorities, review panelist recommendations (as applicable), and/or through the implementation of algorithmic scoring/queuing tools
  - Determine accommodations or contract amendments for extenuating circumstances or non-compliance

V. Manage team of grantmaking staff and identified project consultants (5%)

- Provide direction for work and support professional development of grantmaking staff within their roles
- Serve as primary oversight of identified project consultants, including testing deliverables for satisfactory completion

VI. General Administration (15%)

- Provide relevant data for grant proposals, reports to initiative funders, programmatic reports to the Dance/NYC Board, and field surveys
- Liaise with grantees and program partners; conduct site visits as appropriate.
- Regularly liaise with staff to advance grantmaking objectives across areas of activity, especially programs and communications
- Manage grantmaking technologies
- Attend grantee performances/events as capacity and budget allows
- Prepare and download reports from Submittable for use in review panel processes, grantee reporting analysis, and award disbursements
- Maintain space for engaging in grantmaking/regranting current events via conferences, webinars, and working groups as capacity and budget allows

VII. 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 implementation.

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Dance/NYC is an equal opportunity employer

Employment is offered without regard to race, color, sex, age, height, weight, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran. The policy applies to all areas of employment including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws. It is the policy of Dance/NYC to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Dance/NYC does not discriminate against any qualified Employees or job applicants with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Dance/NYC makes reasonable accommodation wherever necessary for all Employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

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