

Position Guide:

Title: Grants Manager

Job Location: WMHT, 4 Global View, Troy, NY 12180

Department: Institutional Advancement

Type: Full Time, Non-Exempt

Reports to: VP, Chief Advancement Officer

The Organization: WMHT

WMHT Educational Telecommunications is a multichannel public communications organization that reaches beyond the traditional broadcasting model to act as a leader by convening arts, culture, learning, and civic interests. Located in New York's Capital Region, WMHT serves diverse communities from the Mid-Hudson Valley to the Berkshires, including portions of Vermont and Connecticut, reaching an area of more than one million people. WMHT provides entertainment, enrichment, and engagement through television, radio, digital media and educational services, including WMHT-DT (17.1), WMHT-Create (17.2), WMHT-World (17.3); and EXIT 97.7 and 106.1 WEXT (AAA public radio). WMHT also operates RISE, a radio reading service for the blind and print disabled. WMHT Public Media is proud to be recognized as one of the Capital Region's Top Workplaces by the Times Union.

WMHT services are focused on three key areas of community need: Civic and Public Affairs, Arts and Culture, and Children and Education.

The Opportunity:

Ideal candidates will feel a connection with WMHT's public service mission:

As the WMHT Grants Manager, the successful candidate will work closely with WMHT staff to identify/understand WMHT's work and to identify funding opportunities. They will build inter-departmental relationships to maximize understanding of departmental resources and priorities. Responsible for researching and securing funding support for new station projects and ongoing station initiatives. Will also research emerging media and fundraising trends and makes recommendations on potential funding opportunities. Serves as a vital member of the Institutional Advancement team. Reports to the Vice President, Chief Advancement Officer.

Grants Management:

- Provides comprehensive grants administration program
 - Prepare compelling proposals prior to deadline for review
 - Submit timely proposals via funder preferred process
 - Submit timely and accurate reports
 - Work collaboratively with the business office to keep grant reporting current

- Represent funders within WMHT to ensure grant requirements are met and exceeded
- Manage relationships with funding agencies, cultivate and maintain communication and relationships with current and potential funding agencies in order to:
 - Keep funders apprised of the focus of new and ongoing WMHT initiatives
 - Stay informed of agency funding priorities
 - Identify opportunities for funders to experience the station's work
 - Establish relationships with key individuals and organizations within the local philanthropic community
- Maintain database on all grant activity to include deadlines, actions, open items on:
 - Existing/current grants
 - Pending proposals submitted for funding review
 - Upcoming grant opportunities
 - Newly explored funding opportunities
- Prepare monthly activity reports including funding requests, grants and reporting information
- Manage accurate proposal and agency archive (submitted proposal, contracts/notice, reports, deliverable, dates) both electronic and paper files as needed to provide comprehensive account of grant details.
- Maintain an accurate contact list of corporate, private, and public foundations and government donors
- Stay current on national and local funding agencies' priorities
- Foster a collaborative and consultative environment
- Work with staff to develop content for grant applications
- Reconcile assigned grants and prepare monthly reports, including revenues and projected balances, to make recommendations and resolve issues
- Develop and manage revenue and expense budgets related to grants
- Achieve annual grant funding targets

Qualifications for the Ideal Candidate:

- Bachelor's degree or equivalent combination of education and experience
- Minimum 2 -3 years' proven experience in grant management
- Outstanding verbal and written communication skills; strong presentation skills; able to consult effectively with others
- Commitment to WMHT's mission and core values
- Highly effective time management skills: ability to juggle multiple projects with high level of excellence and accuracy

- Proficient with database software and database management
- Experience synthesizing complex information into clear and comprehensive summaries
- Experience working in a collaborative environment
- Flexibility, adaptability, curiosity, integrity
- An orientation toward self-starting, proactive anticipation of team needs, and creative problem solving

Personal Characteristics Desired:

- Pragmatic, collaborative, and results oriented with highly developed relationship building skills
- Creative, versatile, intuitive, driven, and mission oriented

Yearly Salary Range is \$60,000 - \$70,000

To apply, please email a cover letter and resume to vbelden@wmht.org or mail to:

Valerie Belden, WMHT 4 Global View, Troy, NY 12180

WMHT Educational Telecommunications is an equal opportunity employer. The community and audience we serve is diverse, and we wish to foster that diversity in our workplace. Toward that end, WMHT does not discriminate against individuals in hiring, employment or promotion on the basis of race, religion, color, sex/gender, gender identity and gender expression, age, marital status, national origin, sexual orientation, citizenship, handicap or disability, veteran or military status, political belief, pregnancy, genetic information or any other characteristic protected by law.