



DC COMMISSION ON
THE ARTS & HUMANITIES

Senior Grants Officer
Washington, DC
\$96,652 - \$110,000

[The DC Commission on the Arts and Humanities](#) (CAH) is seeking a Senior Grants Officer. The Senior Grants Officer is responsible for overseeing and adhering to policies, procedures, and systems for awarding grants and ensuring the selection of grantees with maximum potential for success. CAH is the designated state arts agency for the District of Columbia and is supported primarily through District government funds and in part by the National Endowment for the Arts. For the past several years, CAH has ranked number one in appropriations funding per capita among the 56 state and jurisdictional arts agencies.

Since 1968, CAH has provided arts funding that supports local artists, arts organizations, and arts activities for the benefit of the city. CAH offers grants to individuals and organizations through more than [12 distinctive grant programs](#) providing funding for general operating support, capacity building, facilities, and art and humanities education programs.

THE POSITION

The Senior Grants Officer plans, drafts, and finalizes the agency's annual grant submission to the National Endowment for the Arts (NEA) within the required timeframes, including grant submission and reporting stipulations.

The Senior Grants Officer also:

- Plans, develops, and establishes strategies for effective and efficient grantmaking
- Establishes strategies and develops recommendations on the design and implementation of grants management policies, procedures, and practices
- Conducts cost analysis and institutional assessment of grant programs on an ongoing basis
- Oversees, reviews, and evaluates grant awards to ensure compliance with policies, and agency requirements before grant award issuance, and confirms accuracy and allocation of appropriate award amounts
- Manages and monitors grantmaking for several programs, including development of guidelines, application, awards, and reporting processes.

- Provides supervisory leadership to a team of Grant Managers, advising on priorities and grant portfolio assignments and monitoring of the same.
- Provides supervision in solving problems related to methods, procedures, and process improvement that impact program operations and/or committees
- Fosters and maintains relationships with various internal and external stakeholders, including public information officer partners in the District and Federal government organization, to promote greater awareness of the programs and services for District residents

QUALIFICATIONS

The ideal candidate should have a Bachelor's degree or higher, preferably in arts administration, project management, art/art history, accounting/finance, or related field. Expert knowledge of the concepts, principles, practice, methods, and techniques of administering grant programs and demonstrated experience in providing leadership in a supervisory capacity is required. In addition, the qualified candidate will possess:

- Exceptional knowledge of principles and practices of grants management
- Excellent project management skills
- Strong research skills and the ability to reach independent conclusions
- Excellent communication skills with the emotional intelligence to build strong relationships
- The ability to think critically and provide sound judgement and reasoning
- A natural interest in arts, culture and current events
- The ability to work efficiently and stay organized
- Excellent interpersonal skills and integrity

TO APPLY

The DC Commission on Arts and Humanities is partnering with POLIHIRE to identify the next Senior Grants Officer. If interested, please submit a cover letter outlining your qualifications and your resume to DCCAH_Grants@polihire.com. Only include your name (Last, First) in the subject line.