

Arts and Culture Department seeks Grants Consultant



Arts and Culture Department **seeks Grants Consultant** to provide assistance to the City of Santa Fe Arts and Culture Department with the Cultural Investment Funding Program. Consultant should have experience in grant management including online application systems, public speaking, technical assistance and reporting.

REQUIREMENTS

- Consultant will be required to complete training on Go Smart Grants Management system in order to administer the grant program from start to finish.
- Access to reliable high speed internet for online virtual meetings
- Microsoft Office software
- Dropbox or other file sharing service
- Current City of Santa Fe Business License, W9 and will be required to register as a City vendor through the Munis Vendor Self Service Portal.
- Consultant will work:
approximately five (5) months from April 2021 through August 2021
anticipated to average 20 hours per week for a total of 400 hours

Compensation is **\$8,000 all inclusive of gross receipt tax.**

SCOPE OF WORK

Contractor:

- Develops planning documents, guidelines, procedures and processes; formulates performance measures and goals for services; compiles data, develops materials and presents information to constituents, partners and agencies.
- Prepares RFQ/RFP documents for specific programs, projects and initiatives; manages review and approval process to award contracts for services.



- Develops professional service agreements and amendments; processes memos, contracts, agreements.
- Provides oversight and supervision of contractors; manages and monitors projects in progress to assure adherence to schedules, timelines and objectives; and evaluates performance.
- Provides technical assistance to City staff, nonprofit arts agencies and the public regarding arts and cultural plans and projects; presents information, updates and reports to various groups, committees and the Governing Body;

Qualifications:

Employs **specialized knowledge** of arts and cultural organizations, local arts agencies, local arts and culture to remain informed of current trends and best practices in nonprofit arts administration and local arts agencies.

Ability to act in a self-directed conscientious manner; exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative information; work with the public.

Knowledge of the operation of standard office equipment and software related to digital formats (Zoom, online application systems, etc); basic mathematics; public relations; modern office practices and procedures; modern filing systems related to alphabetical and numeric files; administrative procedures; board development; national trends in art and culture; drafting of RFP/RFQs; and contract and/or grant management.

Skills in analyzing and evaluating information; reviewing and recommending programs, policies and processes; effective communication, both orally and in writing; establishing and maintaining interpersonal relationships; making presentations; producing formal documents, reports and records; establishing and maintaining comprehensive records and files.

APPLY

Please submit the following in one pdf or word document to: artscommission@santafenm.gov; subject: Grants Consultant Application

Submit no later than **March 26, 2021**

- One page letter outlining your interest, qualifications and experience
- Resume, no more than 2 pages of related experiences to grant making, arts and culture, and/or other related skill set
- Three professional references including name, email, phone, relation and for how long you have known them

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SELECTION

Staff will review all applications and invite those qualified for online interviews via Zoom on March 31, 2021 between 9am-12pm MST.