Grants Manager
Full Time/Exempt
Reports to: Director of Development
Pay Range: $62,400 - $70,720
Location: Currently remote but will be based in Los Angeles
Candidates will be contacted on a rolling basis. We encourage interested candidates to apply early.

The International Documentary Association (IDA) is a 501(c)(3) organization that provides funding, education, resources and services to filmmakers, creates community across a diverse nonfiction field, and defends the rights and freedoms of documentary artists, activists, and journalists around the world.

Reporting to the Director of Development, the Grants Manager will oversee IDA’s foundation and government grant portfolio, managing and independently driving the grants process from start to finish. The Grants Manager will collaborate with IDA’s leadership and senior management teams on prospect research for current and new funding opportunities; collaborate with program staff to understand programs and initiatives needing support; conduct research; write, track and submit all grant proposals and reports; and drive the process to collect and track relevant quantitative and qualitative data across the organization. The position will also collaborate closely with the Director of Development and the rest of the development team to execute fundraising strategies and events to expand IDA’s major donor program.

Responsibilities:
All percentages are approximate and will vary due to fluctuation in organizational activities and priorities

Grant Research, Writing and Reporting (Approximately 90%)

- Independently oversee foundation and government grants portfolio and track deadlines
- Work collaboratively with accounting department and program directors to prepare financials for grant proposals and reports
- Continually seek project opportunities that are aligned with institutional goals/priorities and match prospect research
- Collaborate with Program Staff to understand the funding needs of artist programs and initiatives
- Independently draft all grant proposals in a timely manner, allowing ample time for review
- Independently collect all supplemental materials by issuing requests to relevant units at IDA
• Seek input on all draft proposals and finalize materials for submission •
  Submit final proposals and all supplemental materials on time
• Track statistics on grants submitted vs. grants allocated to gain efficiencies in IDA’s grant program
• Continually refresh evolve IDA’s institutional platform language to ensure that it accurately reflects the organization’s brand and priorities
• Maintain a spreadsheet of funded proposals, including reporting dates, dates funds are expected, and other pertinent information
• Prepare and disseminate final reports as required by funders
• Prepare and disseminate post-project evaluation and summaries for all major events (i.e. bi-annual conference, etc.)
• Independently manage any “billing” to collect funds when needed
• Report progress vs. goals on a monthly basis

Other Development Responsibilities (Approximately 10%)
  • Draft correspondence with funders on behalf of the Executive Director, Board of Directors and other organizational leaders, as required
  • Prepare development documents for printing and mailing
      • Maintaining accurate files and records for institutional and individual giving portfolios

Desired Competencies:
  • Diligent and able to independently manage time, prioritize tasks, and meet goals and deadlines consistently
  • Reliable self-starter who takes initiative, sets and responds to priorities, drives work forward and sees projects through to completion
  • Proactive communicator who surfaces issues, asks questions for clarity, and takes the initiative to gather the information and context needed to make decisions independently
  • A skilled communicator with a professional, helpful and diplomatic demeanor
  • Commitment to personal and professional development, including willingness to hear, reflect and act on feedback from colleagues and constituents
  • Flexible, collaborative working style and positive can-do attitude
  • Excellent writing, presentation and public speaking skills
  • Broad and deep knowledge of the arts funding landscape.
  • Able to see the big picture, and connect priorities and initiatives together;
  • Strong research, project management, and analytical skills;
  • Ability to balance effectively among competing and shifting priorities;
● Skilled relationship and partnership builder

● Mission-driven. Committed to the health and well-being of IDA staff and those we serve.

Commitment to act on values of racial equity and social justice

Qualifications:

● Master’s degree in relevant field, or comparable work experience

● 3+ years of grant writing experience, 5+ years of progressively responsible professional experience in the arts, media or nonprofit fields

● Demonstrated interest or experience in documentary film and knowledge of the documentary field a plus

● Detail oriented and extremely organized

● Excellent computer skills including proficiency in all Microsoft Office and Google G Suite applications, experience with donor database management (Salesforce) and ability to quickly learn and master new programs, apps and technical skills

● Ability to maintain confidentiality of organizational, financial and member information. ● Strong attention to detail and expert writing, editing and proofreading skills ● Proven ability to manage time and prioritize tasks to meet goals and deadlines effectively

● Demonstrated experience working effectively in an environment requiring initiative, reliability and resourcefulness

● Understanding of the ways that race and other identities intersect and play out in this work, especially as they relate to funding in the arts and media, and interest in and commitment to equitable and anti-racist fundraising practices

This job description outlines to the best of our ability, the current scope of the role, with the understanding that jobs evolve and change over time and that no job description can capture all of the responsibilities of a job or detail everything that may be expected in a role.

Compensation:
The pay range for this role is $62,400 - $70,720 annually. Benefits include 100% employer-paid medical, dental and vision, life insurance, long-term disability insurance, paid parental and family leave, and access to contribute to pre-tax commuter benefits, flexible spending accounts and 401k retirement savings plan with a 50% employer match up to 4%.

Generous paid time off including sick days, 15 vacation days in the first year of employment, 14 paid holidays and a paid week off when our office closes from Christmas Eve to New Years day. We offer a friendly, casual work environment, ample opportunities to attend industry events and screenings, and flexible schedule and work from home opportunities.

Applicants for this position may work from our beautiful new offices in Koreatown, Los Angeles (when it’s safe to return), but we will also welcome highly qualified full time remote candidates based outside of Los Angeles.

To Apply:
Please submit the following at https://form.jotform.com/73116577802155
● A cover letter including your interest in the position and IDA, and the date you’re available to start.

● A resume outlining your educational and professional experience.

● 2-3 writing samples including at least one grant proposal