

Grants Officer

Are you a forward-thinking, innovative, and visionary team member with a strong track record of successful grant writing and fundraising? If so, we are looking for you!

The Grants Officer is an essential member of the Arkansas PBS Foundation team which secures individual, corporate, foundation, government, and non-governmental support for Arkansas PBS. The Grants Officer, under the direction of the Foundation CEO, is responsible for implementing the annual grants plan for the Foundation. This role manages the entire grants process from researching and identifying prospects; through developing, writing, preparing, and submitting applications; through the submission and archiving of all reporting for multiple projects across a diverse range of public and private funders. The Grants Officer serves as liaison to the various departments and individuals who contribute information for grant applications and reports and manages the calendar for all grant activities. This position provides the opportunity to work closely and collaboratively with Arkansas PBS leadership and other staff members on fundraising strategy and institutional goal setting. It also provides a rare opportunity to help build a nascent grants program to provide a robust and vibrant future for Arkansas PBS.

Arkansas PBS Foundation exists to raise the funds necessary to support Arkansas PBS's mission to serve as a daily and essential resource for Arkansans, through innovative and efficient use of public and private funds. Arkansas PBS empowers learners of all ages, and educates, informs, entertains and inspires our community by creating, sharing, celebrating and driving conversation around Arkansas stories. Arkansas PBS is Arkansas's only statewide media network.

The successful candidate will be an excellent communicator who's a self-starter, goal-oriented, and highly collaborative. This position also requires a bachelor's degree and two years of experience in grant writing. Two years of experience in direct fundraising is strongly preferred.

To be considered: please email your resume along with a cover letter to jkillough@myarkansaspbs.org.

Arkansas PBS Foundation offers amazing benefits and perks:

- Health: Medical, Dental, and Vision plans available
- Eleven paid holidays per year, including birthday
- 12 to 22.5 days of vacation per year depending on years of service
- 8 hours Sick Leave per month
- Retirement: 11% contribution from Arkansas PBS Foundation (after one year of service), with a 3% employee optional contribution with a 3% match

Salary is commensurate with experience.

AA/EEO/ADA Employer