

Classification: Grants Coordinator
Position Title: Grants Officer
Position #: 13769

Function Code: 4865-23
Date Established: 6/18/81
Date of Last Amendment: 12/15/05

BASIC PURPOSE: To evaluate and oversee all Arts Division grant guidelines and procedures and to oversee the collection and analysis of information on agency grant-making to meet federal and state requirements.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Reviews, modifies and implements procedures for administering all Division grant programs to ensure uniformity and adherence to Division policies.
- Oversees grant data management system and grant contracts with support from grants and contracts technician. Generates statistical, fiscal, and narrative reports for Director and State Arts Councilors to use in developing Division policies, requesting funds, and reporting to state and federal officials.
- Oversees public presentations and electronic or print information on grant programs, including application and report forms, to maintain user-friendly, cost effective communications with applicants and grant reviewers.
- Administers Arts Organization operating and project grants. Advises grant applicants, reviews applications, and recommends appropriate action. Provides technical assistance and designs training programs in nonprofit arts administration.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in the arts, business, or public administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in cultural institution or public administration, one year of which must have been associated with the area in which the position exists. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Must be eligible to hold a New Hampshire driver's license and have access to transportation for use in statewide travel.

DISTINGUISHING FACTORS, RECOMMENDED WORK TRAITS & SPECIAL REQUIREMENTS: See

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[GRANTS PROGRAM COORDINATOR](#)