

November 5, 2021



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362 N. Martin Luther King Blvd.  
Lexington, KY 40508  
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[www.LASCLEX.org](http://www.LASCLEX.org)

## Grant Program Manager – Job Posting

### **Job Summary**

The Living Arts & Science Center is seeking an experienced, results-driven, and passionate development professional to focus on research, cultivation, writing and administration of grants. This position may be flex time to full time, depending upon the needs of the candidate and the organization. This staff position will collaborate with program, education, administrative and development staff on grant needs, implementation and evaluation. The individual will secure new grants to further organizational goals.

The Grant Program Manager will prepare and submit annual local, state and national grant and sponsorship proposals as well as follow-up with funding agencies. The Grant Program Manager will maintain a grants calendar with deadlines for applications, invoices, and reports, and will be responsible for an efficient and timely submission of all grant applications and reports; track data and demographics for reporting purposes; collaborate with education and administrative staff to develop strategies for grant and sponsorship support; prepare grants, budgets, and report documents; and work with staff to ensure that all grant and sponsorship requirements and terms are met. The position reports to the executive director and prepares written reports to the board of directors.

The ability to build long term relationships with foundations, funding agencies, and corporate sponsors is important to the overall success of this position.

### **CANDIDATE PROFILE:**

#### **The successful candidate will:**

- Have proven success in identifying and obtaining support from foundations, local, state and national funding agencies and with corporations through grants and sponsorship support;
- Have proven success in researching, writing and administering grants and sponsorships, \$5,000 to \$250,000;
- Be a hands-on, self-motivated, and results-oriented individual with a strong work ethic;
- Be highly entrepreneurial, creative, and resourceful;
- Have experience creating and tracking budgets, invoices, and other financial reporting documents;
- Have a strong ability to maintain and grow relationships while working effectively with people from diverse backgrounds, including staff, consultants, board members, and community leaders;
- Exhibit proven skills in writing and communication, particularly with knowledge of art, science, education, community building, and/or serving underserved and at-risk youth and communities;
- Possess a strong understanding of the business community and of building partnerships and developing support;
- Steward relationships with grantors, foundation leaders and business leaders;

- Possess strong organizational and data management skills as well as an ability to handle a variety of tasks, projects, and deadlines simultaneously;
- Demonstrate proficiency in Microsoft Office applications such as Word, Excel, Power Point, and Outlook;
- Thrive in a collaborative, entrepreneurial, positive, and outcome-driven environment;
- Be flexible to changing needs and contribute strategically to the overall mission of the LASC;
- Believe in the mission of the Living Arts & Science Center and know that affecting change involves engaging individuals, organizations, corporations, and online networks.
- Share examples of success in building and maintaining long-term relationships with grant funders and sponsors;
- Be committed to diversity, equity, inclusion and respect, while displaying impeccable ethics.
- Follow all safety guidelines for cleanliness and mitigation of Covid 19
- Applicant must pass a criminal background check as a condition of employment

## **MINIMUM QUALIFICATIONS**

### **Education and experience equivalent to:**

Bachelor's degree; supplemented with a minimum of three (3) years of successful non-profit grant writing and administrative experience. Experience with national governmental grants such as NEA, NEH, EPA, NASA and/or CDBG required.

The Living Arts & Science Center offers a creative and congenial working environment in downtown Lexington. Full time benefits include paid vacation and sick days, an FSA plan, a Simple IRA plan (with 2% employer match), health insurance and some flexibility in work schedules.

Salary: Flexible, depending upon experience and agreed upon schedule.

### **Interested applicants should submit a letter, resume, references, and writing samples**

Email: [lhalligan@lasclex.org](mailto:lhalligan@lasclex.org) **NO PHONE CALLS PLEASE.**

### **Organizational Overview**

The Living Arts & Science Center (LASC) is a not-for-profit organization with over 50 years of providing creative and unique programs in the arts and sciences for children and adults. In April, 2016, the LASC opened the new Lucille Caudill Little Discovery Center, an 11,000 square foot addition to our renovated historic building, the Kinkead House. The new addition and renovated facility includes expanded art and science exhibition space, Lexington's only planetarium, a clay studio, a digital media lab, a teaching kitchen, a children's art gallery, new classroom space, and 1.5 acres with gardens, native Kentucky plantings, and a man-made waterfall and stream.

The LASC focuses on participatory and educational programs and events and engages the community through numerous art exhibits, over 300 classes and workshops per year, field trip programs for over 10,000 Kentucky school children, traveling art and science programs, in-school and after-school art and science programs, community events such as an annual Day of the Dead Festival, and numerous community art projects and programs in our own facility as well as at numerous community events. The LASC also provides free art and science programs in schools with high percentages of at-risk students as well as in libraries and at community events. COVID 19 has affected our operations and delivery methods. These changes necessitate creativity, flexibility and resourcefulness in an ever changing environment.