



THE ROMAIN ARTS &
CULTURE CENTER
919 NE JEFFERSON AVE.
PEORIA, IL 61603

*To inspire and
empower the
community
through arts &
education*

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Job Title: **Grants Management Specialist**

Reports to: Executive & Associate Director

Pay Classification: Part-Time; 30 Hours per week

Organization Description:

Artists ReEnvisioning Tomorrow Inc “ART Inc”, founded in 2018 by Jonathon and Nikki Romain, is Peoria’s foremost arts-in-education non-profit organization. ART Inc provides arts education opportunities to nearly 500 students each year. The staff, board, volunteers, and teaching artists of ART Inc work tirelessly to generate programs for all students to imagine, create, and realize their full potential through the arts, regardless of their ability to pay.

Purpose:

The Grants Management Specialist will identify and coordinate the development, writing and submission of grant proposals; monitor and report on grant strategy budgets; and ensure compliance for State and Federal grants. The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities in collaboration with the Program Specialist and Executive Director.

Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- Maintains and verifies financial, statistical, or other fiscal records in connection with various local, regional, state, and federal grants.
- Leads the implementation of and ensures adherence to grantmaking workflow processes and procedures
- Performs complex, specialized grant accounting functions; complies with periodic financial reporting and reimbursement submittal requirements.
- Assists in the development and maintenance of program budgets and monitors budget-to- actual activity
- Corresponds with representatives from local, regional, state, and federal agencies regarding matters involving grant status, funding, reporting, and requirements. Communicates effectively, professionally, and cooperatively both verbally and in writing.
- Demonstrates dependability by being punctual to work, meetings and appointments
- Performs other duties as shall be assigned from time to time

Qualifications:

The Grants Management Specialist is a person who has:

- Bachelor’s Degree and/or relevant work experience in grant writing and accounting.
- Demonstrated fiscal management skills, including budget management, developing and maintaining appropriate internal controls
- Extensive familiarity with grants management software
- Must have excellent written and verbal communication skills, be proficient in research, interpreting and analyzing diverse data and possess the ability to work collaboratively and independently to achieve stated goals.
- Should possess excellent computer skills (Microsoft Office Word, Access, PowerPoint, Dropbox, Google Suite, and Excel.)
- Highly organized with ability to implement systems and follow up processes, able to work under pressure, and use independent judgment and produce quality work

How To Apply:

Please email a cover letter relating your education and experience to this position, 3 references, and your resume to: nikki@artincpeoria.org