



POWERED BY

Buncombe County Tourism
Development Authority

Job Title: Grants Manager
Reports to: VP of Partnership & Destination Management
Department: Partnership & Destination Management
FLSA Status: Exempt

Position Summary:

The Grants Manager is responsible for the management and administration of Explore Asheville and the Buncombe County Tourism Development Authority's robust capital project grant funds (Tourism Product Development Fund and Legacy Investment From Tourism Fund) and event support funds (Festival & Cultural Event Support Fund and Event Sponsorship Fund). This position will lead the development of program improvements and guidelines, manage the application, monitor reporting deadlines and payments schedules, and track projects from award disbursement to close, including final reporting, documentation, and analysis. Through efficient processes, strong relationship building, effective customer service, and communication, this position ensures the program complies with applicable state legislation and local program guidelines, generates goodwill, and strengthens visitor experience and spend as well as quality of life for residents.

Essential Duties & Responsibilities:

Capital Project Funds

- Support the Vice President of Partnership & Destination Management (VP) with preparation for committee meetings, including scheduling, organizing documents, taking notes at meetings, ordering catering, and other preparation tasks as needed.
- Draft edits to and update grant management and program guidelines, as necessary. Conduct ongoing program analysis of grant reports and program trends. Monitor integrity of data through accurate tracking and reporting of applications and awards within the grants management software.
- Manage a two-phase online grant process, as well as presentations and site visits for finalists. Counsel applicants through the submission process.
- Perform required due diligence on applicants and grantees to ensure compliance with state legislation and grant program requirements, mission, and goals. Negotiate and facilitate sensitive issues in the grant-making process as needed.
- Develop, present, and/or oversee grant program trainings, info sessions and orientations, including funding guidelines and post-award grants management processes, effectively communicating guidelines, mission, and value to Buncombe County's tourism industry. Devise and implement methods to further grow awareness of program and increase quality and diversity of applicant pool.
- Establish consistent signage recognition program across all projects to build consistency and awareness of the depth and breadth of community projects supported by the tourism sector.
- Professionally and accurately communicate agreement terms to grantees and/or contractors including budget, disbursements, amendments, and reporting schedules in accordance with grant program policies and procedures. Monitor compliance with award

agreements/contracts on an ongoing basis. Establish and maintain positive relationships.

- Work with Public Information Manager to announce key program dates, grants awarded, recognition ceremonies, champion important grantee milestones, accomplishments, and stories.
- Schedule grants disbursements: track payment schedules and monitor grant balances.
- Build relationships with other funding organizations in Buncombe County to gain and share knowledge of best practices, funding opportunities and areas of potential collaboration to align priorities for the greatest benefit to our community.

Event Support Funds

- In collaboration with the VP, coordinate committee review processes and selections, and manage communications with grantees and other applicants.
 - Manage event sponsorship application process and support the VP and CEO in the approval process.
 - Professionally and accurately communicate agreement terms to grantees, including budget, disbursements, amendments, and reporting schedules in accordance with grant program policies and procedures. Monitor compliance with award agreements/contracts on an ongoing basis. Establish and maintain positive relationships.
 - Accountable for the fulfillment of sponsorship rights (i.e. ticket distribution, etc.) associated with awarded grants and sponsorships.

Team Leadership

- Accountable for the day-to-day workload, contributing to a cohesive, effective, and accountable team in consistent alignment with Explore Asheville's values. Actively participate in team meetings and initiatives.
- Lead and/or participate in meetings/planning/initiatives to support strong workplace culture and successful performance/execution of organizational strategy. Elevate and solve issues, support change, and ensure the maintenance of productive processes.
- Represent Explore Asheville/BCTDA at meetings and industry functions and before the public. This may include making presentations to a wide range of groups.

Other Responsibilities:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. There may be times where this position is asked to help other team members with their work, completing tasks outside of this description.

Qualifications:

- Bachelor's degree with a minimum of 2 years of experience in grants management or fundraising/development. Preferred degree in Public Administration, Business Administration, Finance, Planning, Economic Development, or other related field -OR- any combination of education, coursework, and/or technical training necessary to meet position requirements.
- Demonstrated experience in philanthropy, government and/or the nonprofit sector.
- Demonstrated experience in grant writing and managing grant evaluation
- Appreciation for Buncombe County's tourism community.
- Must be able to use sound judgment and discretion.
- Well-organized, self-motivated, and comfortable in a fast-paced environment.
- Proficiency in Microsoft Office Suite.

- High attention to detail.

Physical Environment & Working Conditions:

The work environment and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work involves working alone on the computer, collaborating as part of a team, and working closely with others by computer or over the phone.
- Most work tasks are performed indoors.
- Must be able to sit or stand at a desk for up to 7.5 hours per day.
- Requires grasping, writing, being mobile, repetitive motions, listening and hearing ability and visual acuity.
- Attendance of outside work functions after hours are required.
- Position is expected to spend time in the community on a regular basis.

Travel:

Some local travel, generally within Buncombe County, is required, but not extensive. Must have a valid driver's license, current automobile insurance and own or have access to an automobile when needed.

EEO Statement:

Explore Asheville provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by applicable federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Explore Asheville strives to be an inclusive and equitable organization. We are actively seeking a diverse pool of candidates from a variety of abilities, backgrounds, and cultures.

About Explore Asheville:

The Buncombe County Tourism Development Authority (BCTDA) oversees the work of Explore Asheville, which develops and carries out advertising, marketing, public relations, and group sales plans to inspire leisure and business travelers to visit Asheville and Buncombe County. In 2021, the BCTDA adopted strategic imperatives that are informing and guiding the direction of Explore Asheville's program of work and community investments going forward. These strategic imperatives include:

- Delivering balanced & sustainable growth
- Encouraging safe & responsible travel
- Engaging & inviting more diverse audiences
- Promoting & supporting Asheville's creative spirit

In addition, the Explore Asheville staff has adopted and embraced the following core values:

- Innovate & Evolve – We seek out new ideas and are open to change.
- Leadership & Collaboration – We focus on the truly important priorities to make the most positive impact.

- Equity & Empathy – We respect and embrace differences recognizing real progress requires inclusion.

What We Offer:

Explore Asheville offers a competitive benefits package that includes a Paid Time Off program with 19 days to start, 11 annual paid office holidays, employer-provided medical, dental, vision, life, short-term disability and long-term disability insurance, plus 401k with a company match, and employee wellness benefits.

Starting Salary Range: \$59,000 – \$70,000