



[The Craft Emergency Relief Fund](#), more commonly known as CERF+, seeks an experienced, organized, and service-oriented individual to be the Grants and Program Manager beginning April 2025. This individual reports to the Director of Grants, Programs, and Training and will manage all stages of the grant lifecycle, from application through reporting and fund distribution, ensuring alignment with equitable grantmaking practices. Additionally, the Grants and Programs Manager will support the implementation and maintenance of grant management policies, ensure financial accountability, and actively contribute to CERF+'s community engagement and mission-driven initiatives.

The ideal candidate will:

- Have demonstrated experience in supporting grants management strategies within the nonprofit sector.
- Possess a strong understanding of how data management, policies, and processes align to support a comprehensive and equitable grantmaking program.
- Experience in managing the complete grant lifecycle, including supporting application processes, reporting, and the distribution of funds.
- Experience with Salesforce or similar CRM platforms for maintaining accurate records and generating analytics reports.
- Competency in maintaining financial accountability and managing grant-related budgets or restricted funds.
- Ability to create detailed project plans, set timelines, and manage resources effectively.
- Be an engaged and responsive collaborator with the Director of Grants, Programs, and Training and the CERF+ staff.

CERF+ is an inclusive organization that focuses on supporting craft artists in times of disaster and emergency. We are a fully remote staff that supports balance in work and life because of the nature of our organizational structure. We are committed to working together and being genuine, respectful, and supportive of each other. We honor collective rest and pitch in when episodic work peaks during various times of the year. We love working with artists and doing our best to

provide timely, relevant, and needed support. We value relationships in the arts and culture field, with national service and grant partners as well as organizations that work with craft artists or that are part of the craft discipline network. We also value the local connections we have by being a remote staff which allows us to be connected and inform the national conversation. While we have a hierarchical structure, we work in a shared space contributing to the ideation, evolution, and connection of the work. We honor each other's humanity. We push against supremacist work culture. We are works in progress.

ESSENTIAL DUTIES

Grants Administration

- Manage all stages of the grant lifecycle, including application, reporting, and fund distribution.
- Work closely with staff, board members, and partners to uphold and implement equitable practices within grantmaking policies and processes.
- Maintain accurate grant data in Salesforce and generate reports for leadership and Board review.
- Train, guide, and support the Grants Committee in understanding processes, policies, and best practices to ensure effective decision-making and implementation.
- Provide individualized support to artists applying for the program through one-on-one communication via email or phone, ensuring clarity and assistance throughout the application process.
- Coordinate with the Communications Manager to collect grantee testimonials for outreach and reporting while preparing materials and presentations to support organizational understanding of program performance.

Program Support and Other Grant Administration

- Support the quarterly review and approval process of Etsy applications, ensuring efficient evaluation and awarding of grants.
- Working with the Development team, manage distribution for the in-kind gift program including recipient selection and communication, Salesforce documentation and reporting.
- Analyze data and craft a clear story that connects the presentation's objectives with the audience.
- Facilitate the collection and organization of data to support comprehensive grant reporting and in-depth analysis. Use reports to suggest areas for

improvement.

- Ensure the CERF+ website remains up-to-date by managing and maintaining relevant resources for accessibility and usability.

Financial Administration

- Maintain and deliver regular loan deposit reports, track loan receivables to ensure accurate accounting and communicate with loan holders as needed i.e. statements, deferrals, etc.
- Utilizing monthly restricted funds reports from the deputy director, ensure that expenditures are in line with available balances and accurately reflect the intended distribution.
- Collect data for annual financial audit and ensure back-up documentation is accurate and available.

Other Duties

- Participate in board, staff, and other meetings.
- Interface and work with the Deputy Director and the Director of Grants, Programs, and Training to ensure compliance with all relevant regulations and laws, maintain accountability standards to donors, and ensure compliance with the code of ethical principles and standards of professional conduct for grantmaking professionals.
- Be an active representative of CERF+ within the arts and culture community, paying particular attention to craft artists and the craft discipline to inform, share, and contribute to knowledge-building with staff.

Community Engagement

- Because we are a fully remote staff, we value and support staff participating in their local community. Your community is as you define it, and we hope that this is a measure to combat isolation but also to strengthen the connections we have as an organization and as individuals. Some ways you can do this is through attending craft events, and shows, visiting craft artists, or contributing to community events or organizations as a volunteer or leadership.

Ideally, candidates will demonstrate:

- A commitment to values of anti-racism and anti-oppression and personal and/or professional experiences advancing equity, diversity, inclusion, and accessibility.

- Demonstrated commitment to anti-racism and anti-oppression values.
- A commitment to working collaboratively with a range of constituent groups, including staff, board members, donors, and program partners.
- Strong relationship-building and storytelling skills through a collaborative approach.
- At least 3 years of progressive responsibility in grantmaking, with an emphasis on strong customer service.
- Proficiency in managing the full grant lifecycle, including application processes, reporting, and fund distribution.
- Knowledge of equitable grantmaking practices and policies.
- Experience working with organizational and project budgets, including projecting budgets, tracking, and reporting expenses.
- Familiarity with the arts funding landscape; knowledge of craft artists and disciplines is helpful.
- Understanding of disaster preparedness, relief, response, and recovery cycles.
- Proficiency with technology, including Zoom, Google Suite, Salesforce, and Form Assembly (preferred).
- Strong data analysis skills for informed decision-making and report preparation.
- Strong project management abilities, including monitoring progress against work plans and motivating project participants.
- Strong written and verbal communication skills.
- Understanding of The Carver Method for board governance.
- Comfort and proficiency in a fully remote work environment.
- Ability to travel as needed.

WORK HOURS AND COMPENSATION

This full-time Exempt (37.5 hours per week; up to an hour unpaid lunch) position will receive compensation of \$68,000 annually. This is a fully remote position. This position will include occasional required after-hours, weekend work, and travel.

Benefits of Working at the CERF+:

- Medical Insurance (90% employer paid for individual, 70% employer paid for employee with spouse/partner/dependents)
- Health Savings Account (\$1,000 annual company contribution)
- Health Reimbursement Account (\$1,500 annual company contribution)
- Dental Insurance (100% employer paid for employee)
- Vision Insurance (100% employer paid for employee and dependents)

- Life Insurance (100% employer paid for employee)
- Long-Term Disability Insurance (100% employer paid for employee)
- 403(b) Retirement Plan & 3% employer contribution after the first year
- Professional Development Stipend (\$500 annually, plus opportunities to attend conferences and workshops)
- Unlimited Paid Time Off
- Thirteen Holidays Plus One Floating Holiday
- Winter, Spring, and Fall Office Closures
- Cell Phone Reimbursement
- Home Office Set-Up Support (\$250 annually)
- Health and Wellness Stipend (\$250 annually)

CERF+ will intentionally consider candidates from historically underrepresented communities including BIPOC (Black, Indigenous, People of Color)/ALAANA (African, Latinx, Asian, Arab, Native-American), Disability, and LTGBTQIA+ communities.

If you believe that you will excel in this role, we encourage you to apply. Candidates should follow the instructions below.

TO APPLY:

Please email the following two items to jobs@cerfplus.org with Subject Title: Grants and Program Manager

1. Resume

We do not need or want a cover letter, writing samples, or letters of recommendations.

Instead:

2. Answer to following questions, which can be written or can be submitted as an audio or video file – please use whatever format you feel best facilitates your self-expression.

- Given CERF+'s commitment to equitable grantmaking, can you share how you have applied trust-based philanthropy principles to your grants management approach?

- The Grants and Programs Manager role emphasizes providing individualized support to applicants and collaborating across teams. Can you describe how you approach your work with a service-oriented mindset?

Dec 9 – Jan 19: Open to receiving submissions

Jan 20 – Jan 31: Applications reviewed by the Director of Grants, Programs and Training, Executive Director, and Deputy Director. Notifications sent to all applicants by end of the day on February 7th.

Feb 10 - Feb 14: First round of interviews. 30 min slot between 11:30am - 4pm EST (8:30am-1pm PST)

Feb 18 – Feb 20 and/or Feb 25 - Feb 27: Final Interview with all staff. One hour slot between 11:30am - 3pm EST (8:30am-12pm PST)

Week of March 3 or 10: Initial offer sent to the candidate; References checked

April 14: Desired start date

CERF+ is an equal-opportunity employer and is committed to a diverse workplace. People from diverse racial, ethnic, and cultural backgrounds, women, LGBTQ+ individuals, and persons with disabilities are highly encouraged to apply. CERF+ does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.

Have questions? Please contact jobs@cerfplus.org