

The Pierre and Tana Matisse Foundation

Grants Manager

Fulltime
New York, NY

Our Foundation

The Pierre and Tana Matisse Foundation was founded in 1995 by Maria-Gaetana (Tana) von Spreti Matisse, wife of the late art dealer and collector, Pierre Matisse. In accordance with the founder's belief in the importance of the arts in each person's life, the Foundation makes grants to organizations providing arts education to public, charter, and parochial schools in New York City. The Foundation awards three types of grants all designed to emphasize accessibility to art practices and arts institutions to promote identity, creativity, and cultural literacy. On average, the Foundation grants around 100 grants annually. In 2022, the Foundation distributed more than \$6 million in donations and grants.

The Pierre and Tana Matisse Foundation is a small, collegial environment consisting of a dedicated team of three full-time and one part-time staff members, with the addition of consultants and interns as needed. This office setting is well suited to a communicative, initiative-taking individual with a talent for teambuilding and a solid interest in the arts.

About the Role

The Matisse Foundation is looking for a Grants Manager (GM) to join its team. The GM will work in partnership with the CEO, Senior Arts Education Officer, and consultants to amplify and celebrate the mission of the Foundation. The core responsibility of the Grant Manager is to support the Foundation's grantmaking portfolio by managing the flow of grant-related processes, participating in the review of proposals, and serving as project manager, grantee capacity builder, problem solver, and analyst. This position reports to the CEO.

The ideal candidate will be an action-oriented self-starter who can work well independently and in teams. The role requires a detail-oriented professional to manage and analyze grant-related data and present relevant information to staff and board. The GM will also assist grantees by providing guidance and technical support at all grant stages.

Responsibilities

Grant Proposal and Report Review

- Conduct review of proposals with a focus on content, quality and accuracy of information entered by grantees into GMS portal, with special attention to grant budgets
- Ensure compliance with Foundation's application specific requirements and IRS policies
- Provide input that helps the team strategically review grantee applications (due diligence, financial health, feasibility of programs, etc.)

Grant Portfolio Management and Grantee Support

- Achieve a steady workflow of grantmaking and grant monitoring in partnership with the team
- Provide clear guidance to optimize grant structure
- Provide support and technical assistance to prospective and current grantees and serve as a key point of contact for grantees around technical issues
- Ensure data integrity of all records
- Support the Program Officer in designing and implementing new functionality that centers the user experience and other internal goals

Budget Management and Financial Health Assessment

- Monitor grant projections, approvals, and budgets, and track grantee payments and reports
- Monitor program budget to ensure funds are accurately appropriated and transferred
- Prepare quarterly reports on program balances
- Grant portfolio management and grantee support
- Achieve a steady workflow of grantmaking and grant monitoring
- Provide clear guidance to optimize grant structure and event-related activities (such as workshops for grantees hosted by the Matisse Foundation)
- Provide support and guidance to prospective and current grantees at all grant stages and serve as a key point of contact for grantees around technical issues
- Conduct review of proposals with a focus on content, quality and accuracy of information entered by grantees into CRM portal, with special attention to grant budgets
- Ensure compliance with Foundation's application specific requirements and IRS policies
- Manage and monitor program budgets to ensure funds are accurately appropriated and transferred, and prepare quarterly reports on program balances
- Provide input that helps the team strategically review grantee applications (due diligence, financial health, feasibility of programs, etc.)

- Produce internal data summaries, reports, grant statistics, geographic reports and custom analysis as needed
- Prepare docket materials for Board and committee meetings
- Assist in various Foundation activities, including scheduling and participating in site visits
- Provide CRM grants management training to current and new program staff
- Create and maintain a robust data and analytics structure that provides relevant data to team to promote learning
- Work with consultants to pilot and test new technologies and implement ongoing technology improvements
- Serve as a key grantmaking team liaison for the CRM system
- Assist in research projects related to the Foundation's current and historical grantmaking and/or grantmaking trends
- Perform other duties as assigned, including backing each other up and collaborating, as needed, on workflow issues, and other projects

Qualifications

- BA plus at least 5 years of progressive grants and/or contract management experience in a nonprofit or philanthropic organization, or an equivalent combination of education and experience
- Excellent communication, interpersonal and organizational skills
- Ability to synthesize information (technical, legal, financial, and anecdotal) and clearly communicate the key information. Meticulous attention to detail and accuracy in documentation and data integrity
- Ability to multitask, meet deadlines, and work in a collaborative environment
- Ability to work effectively with internal and external team members
- Ability to work independently and analytically, exercising discretion and good judgment
- Willingness to handle detailed-oriented workload and special projects
- Strong Microsoft Excel, Word, Outlook skills
- Commitment to equity, openness, collaboration, trust, and accountability
- Humility, capacity for self-reflection, and a sense of humor
- Discretion and ability to handle confidential issues

PREFERRED QUALIFICATIONS

- Prior experience in grants management at a foundation
- Knowledge of accounting and reporting software
- Familiarity with CRM systems (Fluxx, Salesforce, etc.)
- Well-networked within the arts, social justice, and nonprofit field

- Experience working closely with communities that have been historically marginalized in the arts

RETURN TO OFFICE

Matisse has implemented a hybrid work model, which requires staff to be in the office 3 days each week and allows for 2 days of remote work per week.

BENEFITS

- Hybrid workplace and flexible work arrangement policies
- Medical and dental benefits for employee and immediate family 100% paid
- Eligible date of hire for a 401k Plan with company match
- Vacation begins with 15 days and progresses with tenure
- 11 paid holidays
- Office closed the week between Christmas and New Year's Day
- Professional development initiatives for growth
- Opportunity to work with a committed team at a mission-driven foundation that amplifies and celebrates accessibility to art practices and arts institutions
- Work/life balance

The Pierre and Tana Matisse Foundation is committed to practicing salary transparency. The minimum salary for this position is \$94,000 and the maximum is \$105,000.

Please use this link to apply to the Foundation.

<https://jlm-hr-consulting.breezy.hr/p/04e695791eab-grants-manager>

Equal employment opportunity is a fundamental principle at The Matisse Foundation, where employment and promotional opportunities are based upon individual capabilities and qualifications without regard to race, color, religion, gender, pregnancy, sexual orientation/affectional preference, age, national origin, marital status, citizenship, disability, veteran status or any other protected characteristic as established under law.