



Grants Manager

ABOUT CITY OF ASYLUM PITTSBURGH

City of Asylum Pittsburgh is a 501(c)(3) nonprofit that builds a just community by protecting and celebrating freedom of creative expression. We provide sanctuary to endangered literary writers and artists, so that they can continue to create and their voices are not silenced.

Founded in 2004, City of Asylum is the largest writer sanctuary in the world and serves as the U.S. headquarters of the International Cities of Refuge Network (ICORN). We present more than 120 free arts and humanities programs each year, including readings, concerts, and cultural events.

Our home, Alphabet City, is a vibrant cultural hub located in Pittsburgh's Northside that houses our nonprofit programs alongside our independent bookstore and an on-site restaurant. Together, we create a welcoming space for dialogue, discovery, and shared experiences. By bringing people together through the arts and across cultures, we work to build social equity and break down barriers of race, language, gender, and class in our community.

Learn more at www.cityofasylum.org.

JOB DESCRIPTION

Part-Time Position

City of Asylum Pittsburgh is seeking a talented and enthusiastic individual to lead a range of activities related to development and grants management, reporting to the Acting Executive Director.

The Grants Manager oversees all aspects of institutional fundraising workflow, including LOIs, proposals, reports, deadlines, and funder compliance. This role manages the grants calendar, drafts, materials, coordinates internal flow of information, and ensures timely, high quality submissions that are aligned with City of Asylum's mission and priorities.

GENERAL DUTIES & RESPONSIBILITIES

- Maintain an accurate and comprehensive grants calendar and tracking system in Asana.
- Draft LOIs, proposals, interim reports, and final reports.
- Coordinate with the Executive Director and Programming, Development, and Finance Departments to gather required materials.
- Ensure compliance with funder requirements, financial restrictions, and reporting schedules.
- Maintain clean and current institutional funder records in PatronManager/Leap.
- Conduct prospect research to identify potential new institutional funders.
- Collaborate with the Executive Director and Director of Development on narrative cohesion across institutional and individual giving.
- Communicate with CFO and appropriate team members regarding proper allocation of grant funds.

COMPENSATION & BENEFITS

This is a part-time, hourly position with flexible hours ranging from 16 - 24 hours per week.

- Starting Wage of \$30/hour
- Simple IRA with 3% match
- PTO: 8 hours per 173.33 hours worked, with an increase after 2nd year
- Discounts at in-house restaurant and bookstore

REQUIREMENTS

- Full COVID-19 vaccination by the start of employment
- Commitment to the values of Equity, Diversity, and Inclusion

EXPERIENCE & SKILLS

Required:

- Minimum 5 years of experience in grant writing and prospecting
- Proficiency with Microsoft Office and Google Suite
- Comfortable in an entrepreneurial, self-starting culture
- Occasional evening program attendance

Preferred:

- Experience in Asana or other project management software
- Interest in literature, the arts, human rights, and/or international issues
- Multilingual skill and/or diverse cultural/international experience valued

NON-DISCRIMINATION POLICY

City of Asylum Pittsburgh is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. It is our policy to be fair and equitable in our relations with our employees and applicants. Recruitment, hiring, placements, transfers and promotions, selection for training opportunities, wage and salary administration, decisions regarding separation from employment, layoffs, returns from layoffs, family care leave, social and recreational programs, and the application of all benefits and policies are based on individual qualifications for the positions being filled, and are also to be administered regardless of race, color, religion, ancestry, national origin, age (40 or older), sex, sexual orientation, gender, gender identity, marital status, political affiliation, veterans' status, disabilities (physical and mental), medical condition (including cancer and HIV status), and any other characteristic protected by law. City of Asylum is committed to results-oriented management aimed at achieving equal employment opportunity and shall apply good faith efforts to seek out, employ, train, and promote women and minority group members. If, because of a disability, you need accommodations in completing this application or to participate in an interview, please contact us at info@cityofasylum.org or call 412-435-1110.

HOW TO APPLY

City of Asylum is dedicated to building a culturally diverse and equitable environment, and we strongly encourage applications from BIPOC (Black, Indigenous, People of Color) candidates. In building an equitable work environment, the organization values diverse backgrounds, perspectives, and skill sets. City of Asylum is committed to building a team that reflects its values and encourages all interested candidates to apply.

To apply, please send a cover letter and resume to jobs@cityofasylum.org with “Grants Manager**” in the subject line.**