



JOB POSTING ARPA STIPEND MANAGER

St. Joseph's Historic Foundation, Inc. (SJHF) in Durham, NC, is seeking an experienced, and focused individual to join our team as the new American Rescue Plan Act (**ARPA**) **Stipend Manager** to assist the Project Manager to administer the \$800,000 (Eight Hundred Thousand Dollars) in ARPA funding awarded to the St. Joseph's Historic Foundation from the City of Durham. These funds are designated to provide support and recovery to the Durham arts and cultural sector post-pandemic.

This individual will be responsible for assisting the Project Manager in providing meticulous and accurate program management, and tracking of grant applications and reports from arts organizations, arts businesses, and artists in Durham. Management and tracking include the financial grant awards and training program awards made to applicants and the required reporting on these. The Stipend Manager will assist the Project Manager to inform and support the arts and cultural sector in applying for the grant funds and training programs that will be provided through St. Joseph's Historic Foundation and its ARPA training partners. The position will also work with the Project Manager to support training programs developed with qualified training providers. This is a two-year grant-funded position with potential to extend.

QUALIFICATIONS AND EXPERIENCE

Excellent verbal, written, presentation, and interpersonal communication skills required. Strong organization and administrative skills to effectively meet deadlines. Proficiency in Microsoft Office programs, and database management required. Position utilizes online platforms such as Submittable, telephone systems, general office software and systems utilized by SJHF. Proven 2-to-3-year track record in effective and accurate administrative support and communication. Grant management and government contract experience preferred but not required.

SALARY AND BENEFITS

This is a full-time, exempt salaried position. The position is grant-funded through December 31, 2026, with potential for extension depending on funding availability. Salary budgeted hiring salary is \$35,000. SJHF offers an excellent benefits package for full time employees that includes paid holidays, paid vacation, paid sick time, and paid personal time; plus, health insurance (100% employer paid), and life insurances.

SJHF is an Equal Opportunity Employer. SJHF is committed to Diversity, Equity, Access and Inclusion. Diverse candidates are encouraged to apply.