



Job Title: Grants & Services Associate

Salary Range: \$40,000 - \$45,000 plus competitive benefits package

Job Summary

Under the supervision of the Grants & Services Manager, the Associate will execute the administrative functions for the Grants & Services Department and provide customer service and support for grants and other programs. This position fields a large number of emails and phone calls during grant cycles and completes routine and one-time administrative/computer tasks year-round.

Lead department administrative support, including:

- Oversee creation, editing, formatting, and posting of annual grant guidelines document
- Coordinate contracts and check requests to Finance & Administration department
- Compile data for internal reporting and budgeting, including database work and survey creation
- Manage online sign-up forms, calendar scheduling, and follow-up emails for department
- Research and compile best practices
- Maintain Grants & Services website content
- Send out bi-monthly OPPArt e-newsletter and create editorial calendar for newsletter communications
- Provide support, content and timeline for social media team.
- Provide back-up support for the online application portal and database, including creation/editing programs, building/running reports, and submitting/monitoring tech support tickets.
- Assist with signature GCAC events such as the Columbus Arts Festival, Community Arts Partnerships Award Luncheon, Columbus Open Studio & Stage and the Public Forum
- Partner with other departments and complete additional administrative tasks, as needed

Provide customer service and grant program support, including:

- Administer Support for Professional Artists programs (Individuals, Groups, and Big Ideas):
 - Provide customer service and tech support to applicants via frequent calls & emails
 - Create and run applicant workshops for programs
 - Complete application draft reviews in a timely manner
 - Evaluate submitted applications for eligibility and completeness
 - Coordinate board committee approval votes
 - Write press releases with support from Marketing
 - Process final reports
- Serve as the primary contact for general grants calls/emails; provide customer service and direct to appropriate resource or staff member
- Assist with additional grant, award, and fellowship programs, as directed
- Assist with logistics and hospitality of GCAC's Artist Exchange and Residencies, as directed

Qualifications

Ideal candidate will have 1-3 years of work experience in a professional office environment (nonprofit or arts background a plus, but not required) and be available to work some nights and weekends.

To be competitive for the position, candidates should have the following skills:

- commitment to the principles of diversity, equity, and inclusion (DEI) and basic knowledge of systemic inequities and barriers to opportunity (how they are produced and how they can be reduced).
- strong customer service skills via phone and email; position is ideal for someone who is a patient, active listener and has excellent oral and written communication skills.
- detailed-oriented and able to complete many routine tasks and time-sensitive administrative work with little oversight.

- comfortable and experienced with technology and enthusiastic about learning, managing and troubleshooting a complex online platform. Background using databases, HTML or JavaScript a plus, but not required.
- must be a critical thinker and able to work independently as well as a part of a team, meet target deadlines and manage time effectively.

Commitment to Diversity & Inclusion

Based on national data, the Greater Columbus Arts Council recognizes that opportunities for employment for people of color are lacking in the arts community. While all applicants will be considered, preference will be given to applicants of color. This is one small step in helping to feed the pipeline of future arts administrators and artists to reflect and serve our diverse community.

Please submit a cover letter and resume no later than Friday, February 5, 2021 to jobs@gcac.org.

No phone calls. We thank all candidates for their interest, however, we are only able to contact those who we decide to interview. GCAC is committed to providing an inclusive and welcoming environment for everyone.

Mission and Vision of the Greater Columbus Arts Council:

The mission of the Greater Columbus Arts Council is to support and advance the arts and cultural fabric of Columbus. Our vision is a thriving Columbus where the arts matter to all of us.

EOE/M/F/D/V/SO