Program Manager

Department: Programs
Reports to: Director of Community Support
FLSA: Exempt
Classification: Full-time, fully remote
Revision Date: January 2022
Salary: $55,000 annually, plus comprehensive benefits package (health insurance, life, dental, vision, retirement savings. Plus PTO, paid family leave, and more.
Job Location: Must reside in one of Arts Midwest’s regional states (IL, IN, IA, MI, MN, ND, OH, SD, or WI) or in a Native Nation that shares this geography. We will not consider remote applicants outside these states.
Application Instructions: Please submit your letter of interest, resume, and professional references via our online application by February 24, 2022

JOB SUMMARY

Arts Midwest is hiring TWO Program Managers to oversee initiatives that center creativity, equity, capacity building, and community building. These positions will work as part of a collaborative and adaptive team. We understand that some applicants may be interested in both positions. Please indicate in your application and materials if you would like to be considered for Equity Grantmaking, We the Many, or if you are interested in both positions.

These roles thrive on taking initiative and managing projects, building relationships, and collaborating with internal and external partners. They are part of both program and cross-organizational teams who share leadership to achieve specific project and organizational outcomes. This work seeks to advance the vision, goals, and impact of the organization and is rooted in Arts Midwest’s commitment to equity, integrity, and learning.

ABOUT ARTS MIDWEST

Arts Midwest believes that creativity has the power to inspire and unite humanity. Based in Minneapolis, Arts Midwest supports, informs, and celebrates creative organizations and communities throughout the nine-state region of Illinois, Indiana, Iowa, Michigan, Minnesota, North Dakota, Ohio, South Dakota, and Wisconsin, and the Native nations that share these geographies. We are one of six United States Regional Arts Organizations, a national collective of six place-based nonprofit arts service organizations committed to strengthening America’s infrastructure by increasing access to creativity for all Americans.

ABOUT THE POSITIONS

Arts Midwest’s Community Support team is growing! We are looking to hire two candidates as Program Managers for the following initiatives:

**Equity Grantmaking**
One Program Manager will oversee a new equity grantmaking program at Arts Midwest. They will work with grantees to assist in advancing equity in the arts through organizing capacity
building training and providing grant dollars. They will coordinate the setup of capacity building workshops, issue grant awards to selected organizations, and help create a peer network among grantee organizations.

**We the Many**
The other Program Manager will oversee We the Many, a program that seeks to expand the understanding of what it means to be a Midwesterner through the creative exchange of voices, cultures, and ideas. They will work with community stakeholders, advisors, planning committees, and artists leading up to an artist residency in selected communities. We the Many launched in 2020-2021 in a pilot phase and connected immigrant artists and artists of color to three rural Midwestern communities.

**ABOUT YOU**
We’re looking for people who are deeply interested in advancing equity in the arts. You should have at least three years’ experience working on community-based art programming or working with arts organizations on capacity building. Strong interpersonal skills, project management, cultural competency, and a commitment to DEIA (diversity, equity, inclusion, and access) and community-based art are essential. Lived experience in rural areas and/or working with communities of color or Indigenous communities is preferred.

Arts Midwest a committed to maintaining a workforce that is diverse across many lines of difference. We strongly encourage people of color, Indigenous people, veterans, and people with disabilities to apply for this position.

**RESPONSIBILITIES AND ACCOUNTABILITIES**

| PLANNING + SETTING VISION | • Collaborates with supervisor to create measurable annual and multi-year goals and strategies for program areas that are aspirational, achievable, and in alignment with the organization’s strategic direction.  
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<th>• Monitors progress toward annual workplan, sharing regular content, operational, and financial reports with supervisor.</th>
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| CONSTITUENT ENGAGEMENT + PROGRAM OPERATIONS | • Manage and develop the program in collaboration with internal teams and external partners.  
| | • Support constituent communications through regular emails, meetings, workshops, and in-person gatherings.  
| | • Manage constituent portfolios with multi-year commitments.  
| | • Plan and offer training, workshops, and capacity building supports to constituents.  
| | • Develop and monitor contracts with external vendors such as advisors, artists, trainers, consultants, writers and storytellers, and other program service support.  
| | • Work with grantmaking team to align any program-specific grantmaking with broader organizational grantmaking function and best practices.  
| | • Ensure accurate and complete record keeping in CRM. |
• Participate in budget planning process and reconciliation.
• Initiate payment requests in compliance with finance procedures.
• Gather and share data with internal and external evaluators around program outcomes and impacts, as requested.

ORGANIZATIONAL INTEGRATION

• Collaborate with development team on application and reporting processes for program or project revenue.
• Collaborate with communications team to develop program-specific communications strategy. Identifies audiences and tracks success metrics for campaigns; develops copy for website, social media, and emails; reviews program campaigns prior to launch; supports storytelling and communications activities.
• Collaborate with communications team to develop creative briefs and to contract with writers, videographers, and photographers.
• Embrace and use organization’s technology tools and systems
• Collaborate with IT and other function areas to identify systems and training needs.
• Schedule, plan, organize, and coordinate internal meetings and logistics.

DIVERSITY, EQUITY, INCLUSION, + ACCESS

• Grow personal intercultural competence. Continually develop intercultural competency and seek opportunities for all staff to continue to make change together.

ORGANIZATIONAL CULTURE

• Work collaboratively across the organization—communicating courteously and professionally and maintaining working relationships with others.
• Lead staff meeting at least once annually.
• Represent the organization nationally, regionally, and locally, in the community, with funders and stakeholders, as applicable.

CORE COMPETENCIES AND COMMITMENTS

• Adaptability: willingness to embrace change, test new ideas, and learn new ways of working.
• Collaboration: eagerness to share resources and work with others toward organizational goals.
• Fluency with technology: understanding that much of our work occurs in digital systems, which require ongoing learning.
• Our values and mission: understand and embrace our values and mission, in particular how they reflect our commitment to equity, diversity, inclusion and accessibility.
• Sharing power: takes on leadership and followership roles.

TECHNICAL COMPETENCIES: KNOWLEDGE, SKILLS, EXPERIENCE, AND ABILITIES
• At least three years of experience working in arts programming and/or capacity building initiatives
• Ability to make decisions and solve problems.
• Ability to organize time and anticipate, plan, and manage multiple priorities with deadlines.
• Ability to maintain confidentiality when dealing with sensitive or private information.
• Ability to represent the organization in the community with a variety of stakeholders.
• Ability to negotiate contracts and terms of agreements and manage external vendor relationships.
• Knowledge of meeting planning techniques, and ability to make detailed meeting arrangements.
• Evaluative skills to review, analyze, and make recommendations around programmatic efforts.
• Financial skills sufficient to develop, understand, and/or interpret program budgets and financial reports. Knowledge of general accounting concepts and practices.
• Verbal communication skills and an ability to present information to a variety of audiences. Ability to write at a 9th grade level to draft and proof written material. Reading comprehension skills sufficient to understand varied narrative and financial documents.
• Knowledge of and ability to operate standard office hardware and software, including customer relationship management systems and web-based software programs.

PHYSICAL AND MENTAL REQUIREMENTS
Physical effort is light, with lifting or carrying limited to 25 pounds intermittently. Work includes making presentations in front of groups. There is pressure associated with project or activity deadlines. Work will require extended use of a computer keyboard and monitor. Work is performed in a fast-paced environment, where interruptions are frequent. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

WORKING CONDITIONS
Work may be performed remotely or in a group office environment. If working remotely, employee will coordinate with Arts Midwest’s IT function to create a remote work setup.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The department head and senior management retain the discretion to add duties or change the duties of this position at any time.