

Job Title: Grants & Services Manager

Salary Range: \$60,000 – \$70,000

Comprehensive Benefits including: medical, dental, vision, 403(b), parental leave, Thursday/Friday optional work from home, PTO and 10 holidays

Job Summary

Under the supervision of the Grants & Services Director, the Manager will oversee grant, residency, and fellowship programs; coordinate community outreach; and lead the diversity, equity, and inclusion (DEI) efforts for the Grants & Services Department of GCAC. This highly visible position will actively work in the greater Columbus community. However, like all Grants & Services team roles, this position is approximately 80% computer and phone work managing a large number of constituent emails and calls, especially during application cycles. This work requires a high level of responsiveness, flexibility, humility and a passion to serve others.

Manage Grant, Fellowship, and Residency programs, including:

- Project Support
 - Lead application process, communications, coaching, disbursements, on-going program evaluation and relationship-building for this signature annual grant program
 - Manage program application and scoring standards and oversee review process, including Board representative reviews and applicant meetings
- Neighborhood Arts Connection Fellowship
 - Lead outreach and application process, communications, disbursements, on-going program evaluation and relationship-building for this annual fellowship program
 - Manage program application, jury recruitment and fellowship selection process
 - Create engagement plan for selected neighborhood(s), including representing GCAC at Area Commission meetings and other neighborhood events
- Dresden Artist Exchange Residency
 - Serve as primary, hands-on liaison to manage needs of visiting Dresden artists and Columbus artists traveling to Dresden, ensuring a welcoming and productive experience for all participants
 - Manage program application, jury recruitment and selection process for Columbus artists
 - Coordinate local logistics for visiting German artists, including but not limited to lodging, studio, airport pickup, welcome reception, introductions and errands, exhibits, etc.
- For all programs listed above:
 - Provide customer service and tech support to applicants
 - Create and run applicant workshops and trainings
 - Complete application draft reviews, when applicable
 - Review submitted applications; evaluate & score, when applicable
 - Present reviews & scores to GCAC Board and Board committee(s) for approval
 - Communicate dates, deadlines and grant awards to recipients in a timely manner
 - Write and distribute press releases with support from Marketing
 - Process final reports & follow-up communication with awardees
 - Recommend process and customer service improvements

Lead Community Engagement & DEI Efforts, including

- In coordination with Grants & Services team, create, implement, and monitor annual DEI plan for department
- Serve on GCAC Board Culture & Equity committee
- Actively build relationships with organizations, groups, and artists, especially within historically marginalized and under-resourced communities
- Develop and oversee new artist Ambassador program, with support from Grants & Services team

Qualifications

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

- 3–5 years of nonprofit experience, including knowledge of basic nonprofit best practices (governance, finance, program management)
- History of engaging the community as an organizer, activist, convener, community coordinator, or similar
- 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)
- Examples of high-touch customer service skills via phone and email; position is ideal for someone who is a responsive, patient, compassionate, active listener who has excellent oral and written communication skills
- Detailed-oriented and able to complete many routine administrative and time-sensitive tasks with little oversight
- Comfortable and experienced with technology and enthusiastic about learning new programs.
- Must be a critical thinker and able to work independently as well as a part of a team
- Able to set and meet target deadlines and manage time effectively
- Must maintain confidentiality, be fair and impartial, and adhere to the organization's conflict of interest policy and grants guidelines
- Be available to work Monday–Friday, 9:00am–5:00pm (Thursdays/Fridays are optional work from home). Nights and weekends may sometimes be required. All GCAC employees must work the full weekend of Columbus Arts Festival.
- Access to reliable transportation is preferred.

Commitment to Diversity & Inclusion

The Greater Columbus Arts Council supports an inclusive workplace where everyone excels based on personal merit, qualifications, experience, ability, and job performance. We are devoted to providing fair and equitable consideration and treatment of all employees and candidates without regard to race, color, religion (creed), sex, gender expression or identity, pregnancy, age, national origin (ancestry), mental or physical disability, genetic information, marital status, sexual orientation, political affiliation, military or veteran status, or any other characteristic protected by applicable federal, state or local law in all of its activities or operations. GCAC will ensure that reasonable accommodations are provided to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment.

Please submit a cover letter and resume no later than 5pm on Monday, October 17 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