



**Job Title:** Grants & Community Engagement Associate

**Salary Range:** \$40,000 - \$50,000

**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 & Community Engagement Director, the Associate is a critical part of the team and will execute the customer service and administrative functions for the Grants & Community Engagement Department. This position works with the general public at the reception desk and fields a very large number of emails and phone calls (with peak times during grant cycles) year-round.

Lead department administrative support, including:

- Oversee creation, editing, formatting, and posting of annual grant guidelines
- Coordinate contracts and payment 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
- Maintain Grants & Community Engagement website content
- Send out bi-monthly GCAC Alerts e-newsletter and create editorial calendar for newsletter communications
- Coordinate logistics for the Loann Crane Gallery at GCAC.
- Assist with evening & weekend events such as the happy hours, workshops, gallery openings, roundtables for the department and GCAC signature events Columbus Arts Festival and Big Arts Night.
- Partner with other departments and complete additional administrative tasks, as needed

Provide customer service and grant program support, including:

- Assist with Grant & Fellowship programs:
  - Provide customer service and tech support to applicants via frequent calls and emails
  - Coordinate juries for competitive programs
  - Coordinate board committee approval votes
  - Write press releases with support from Marketing
  - Process final reports
  - Create FAQ documents and template emails to streamline efficiencies.
- Serve as the first point of contact for artists and organizations new to GCAC and be the primary contact for general calls/emails.
- 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) and be available to work some nights and weekends (evenings required 1-2 times per month).

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

- strong customer service skills via phone and email; position is ideal for someone who is a patient, active listener and has excellent communication skills.
- experience with professional writing and editing
- 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 new technologies and providing user support to applicants.
- able to work independently as well as a part of a team, meet target deadlines and manage time effectively.
- commitment to the principles of diversity, equity, and inclusion (DEI) and basic knowledge of systemic inequities and barriers to opportunity.

Does this sound like you? Join us!

- finds immense satisfaction helping people from all backgrounds connect to resources
- Enthusiastic learner, willing to know a bit about every program and offering, and loves being the human information hub
- Comfortable and experienced with technology and enthusiastic about learning new software. Interest in new technologies like ChatGT and AI a plus!

### **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 email cover letter and resume no later than Monday, June 5, 2023 to [jobs@gcac.org](mailto: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.

### **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