



Job Title: Grants & Community Engagement Associate

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

Comprehensive Benefits including: medical, dental, vision, 403(b), parental leave, optional work from home on Thursdays & Fridays, PTO and 10 holidays

Job Summary

Under the supervision of the Grants & Community Engagement Vice President, 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
- Maintain department SOPs documentation and 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
- Assist with evening & weekend events such as the happy hours, workshops, gallery openings, roundtables for the department and GCAC's signature events the Columbus Arts Festival and Big Arts Night
- Support administrative duties of the Vice President of Grants & Community Engagement
- Partner with other departments and complete additional administrative tasks, as needed

Provide customer service and grant program support, including:

- Coordinate "Funds for Artists" grant & "Dresden Exchange" program:
 - Provide customer service to applicants via frequent calls and emails
 - Coordinate juries for competitive programs
 - Coordinate board committee approval votes
 - Write press releases with support from Marketing team
 - Process final reports
 - Create FAQ documents and template emails to streamline efficiencies
 - Manage logistics and hospitality for artists in residence
- Serve as the first point of contact for artists and be the primary contact for general calls/emails
- Provide support for other grant, fellowship, and residency programs, as needed

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 may be 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 clear and compassionate 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 take direction, accept assistance, meet target deadlines and manage time effectively
- interested in being part of a passionate team that is dedicated to service
- 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

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 Noon on Monday, Dec 4, 2023 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.

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