



COMMUNITY FOUNDATION of Southeastern Massachusetts

ARTS AND CULTURE PROGRAM MANAGER

Position Description

December 2017

The Community Foundation of Southeastern Massachusetts, founded in 1995, strives to mobilize philanthropy by matching donors and resources with community needs for the benefit of our region. The Community Foundation serves thousands of people who share a common concern: improving the quality of life in Southeastern Massachusetts.

Since its founding, the Community Foundation has been instrumental in incubating important initiatives, convening strategic partnerships and granting more than \$23 million to a wide range of humanitarian, educational and cultural organizations in the region. Building on each of these strengths, the Community Foundation, over the next two years, will embark on a pilot initiative, in partnership with the Barr Foundation, to enhance and strengthen the local arts ecosystems of New Bedford and Fall River.

The initiative will include the following strategies:

- Promote access and inclusion in the arts and cultural ecosystems for youth, emerging entities, and culturally diverse populations,
- Increase capacity of arts and culture organizations with moderate annual operating budgets which serve culturally diverse populations,
- Grow and diversify philanthropic investment in arts and culture.

The Community Foundation seeks to hire an **Arts and Culture Program Manager** who will partner with senior staff to implement the day-to-day activities of the initiative, which will include:

- developing and activating a network of key community partners and stakeholders,
- managing the activities of the initiative,
- managing data collection to measure plan progress toward its intended outcomes,
- provide all the necessary support of the Arts and Culture Committee of the Board of Directors.

The ideal candidate will have a proven appreciation of the role of arts and culture in communities such as New Bedford and Fall River, exceptional communication and organizational skills, a working knowledge of grant-making, non-profit management, and foundation operations. The Program Manager will work under moderate supervision and will take initiative when appropriate.

This full-time, exempt position reports to the President, is funded through December 2019, and is based in New Bedford with frequent travel to Fall River and throughout the region.

Education and Experience:

- 5 years of relevant work experience
- Work in or with arts and/or cultural organizations preferred
- Bachelor's degree preferred and/or relevant professional training
- Experience in collaborative initiatives

Skills/Qualifications:

- Microsoft Word, Excel, Power Point and Outlook skills
- Experience with FIMS preferred
- Highly organized with ability to multi- task
- Strong writing skills
- Ability to work with diverse audiences
- Grant-making expertise
- Excellent communicator
- Team player
- Discretion, confidentiality, and a sense of humor

Other:

- Flexibility to work nights and weekends.
- Other duties as assigned.

Compensation and Benefits

Compensation includes a competitive base salary and an excellent package of health, retirement savings and other benefits.

Working Conditions: Normal office conditions.

Application Process: Please email your cover letter, including salary requirement, and resume to kheard@cfsema.org. We are only considering applications that are submitted through email. Please name your documents as follows: LAST NAME – RESUME and LAST NAME - COVER LETTER.

Applications will be accepted on a rolling basis until the position is filled. No phone calls please.

The Community Foundation of Southeastern Massachusetts is committed to the principles of equal employment opportunity and to compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, the Foundation ensures equal opportunity to all employees and applicants regardless of race, color, age, gender, sexual orientation, religion, marital status, nation origin or ancestry, citizenship, lawful alien status, physical, mental, and medical disability, veteran status or liability for service in the United States Armed Forces.

The Community Foundation of Southeastern Massachusetts is an Equal Opportunity Employer.