POSITION: Director of Grants and Programs

ABOUT THE ARTS AND EDUCATION COUNCIL

The Arts and Education Council (A&E) ensures the 16-county, bi-state region is rich with arts and cultural experiences for all through programs and services that support more than 70 organizations each year, including: operating grants; arts incubation at the Centene Center for the Arts; PNC Program Grants; the Monsanto Creative Impact Fund; the Maritz Arts and Education Fund for Teachers; Monsanto Rural Community Arts and Education grants; Creative Impact Fund for Diversifying the Arts, Arts and Healing Initiative with Missouri Foundation for Health; the Art Education Fund; the Catalyst Innovation Lab; the Katherine Dunham Fellowship; the stARTup Creative Competition; Leadership Roundtables; Arts Marketers; the St. Louis Suburban Music Educators Association; the Keep Art Happening Scholarship; and the St. Louis Arts Awards.

The Arts and Education Council is entirely funded by individual donors, corporations and foundations in the St. Louis region. Since its inception in 1963 as the region’s only privately-supported united arts fund, the Arts and Education Council has raised and distributed more than $100 million in private funding for the arts – a significant contribution that directly impacts the quality of life in our region. The Arts and Education Council meets all 20 Better Business Bureau Charity Standards and has earned the Wise Giving Seal of Approval, a three-star rating from Charity Navigator and a Guidestar Exchange Gold Participant rating.

JOB SUMMARY

A&E seeks an individual with exceptional skills in program and grants management, a commitment to accuracy and a keen attention to detail. Responsibilities include facilitating the productivity and efficiency of the organization’s grants and program needs. The ideal candidate has excellent people skills, is a creative problem solver, has broad knowledge of program and grant operations and policy, and solid technical skills. The Director of Programs and Grants interacts with a wide range of board members, donors, staff, grantees and tenants and reports to the President and CEO. The Director of Programs and Grants manages a full time grants and programs coordinator as well as interns and work-study students.

The ideal candidate will possess a bachelor’s degree with a minimum of 5-7 years of successful, progressively responsible experience managing grants and creating programs, community engagement, in an nonprofit environment. A passion for the arts is desired but not essential.

The individual will be well-organized, attentive to detail, with an ability to work in an environment of scheduled deliverables where requirements can change. Advanced Microsoft Office experience and strong software skills especially grant processes including tracking and reporting in an online environment is essential.

Strong communication and interpersonal skills, with the ability to clearly convey concepts and procedures and to build effective working relationships will be essential, as will the ability to work
well under pressure, and to prioritize and complete tasks independently with little direct supervision. This will require strong organizational, analytical and problem-solving skills, with ability to think creatively and strategically.

A&E is seeking a candidate who is flexible and can collaborate with a close-knit team of highly motivated individuals who work to “keep art happening” in our community.

DUTIES AND RESPONSIBILITIES

Grants
- Manage the Board Grant Committee meetings, annual grant convenings and all allocation meetings
- Oversee the communication of A&E’s expansive portfolio of grant applications and review processes with grantees and potential grantees.
- Manage the annual grant calendar with many distinct grant applications and allocation deadlines
- Manage grantee evaluations and measurement and provide outcomes per specifications
- Implement A&E’s board approved grant strategy and priorities making recommendations for improvement as needed
- Attend grantee performances and after hour events
- Strengthen A&E’s relationship with grantees as well as monitor grant performance

Programs
- Responsible for managing the current programs of A&E.
- Manage the work of third-party evaluators to implement program evaluation metrics
- Organize convening sessions annually for key grant programs
- Oversee publication of materials related to outcomes
- Create programmatic goals and develop strategies for their implementation.
- Ensure programmatic excellence, timely execution and diligent evaluation of all programs and events
- Create timelines and analyze resources needed to achieve strategic programming goals; devise event and program budgets in collaboration with staff and adhere to them
- Develop and implement program evaluation metrics and methods for all our programs in tandem with funders requirements for success
- Work in close collaboration with the President/CEO to ensure alignment with the mission and current priorities for maximum impact
- Monitor the day-to-day delivery of programs; seek ways to enhance or improve delivery
- Create systems to keep accurate program records and monitor adherence to record-keeping; reporting for grant-supported programs/events
- Build and maintain relationships with a variety of arts and community partners
- Manage Budget for Programs and Grants
- Other duties as assigned by the President/CEO
SELECTION CRITERIA

- B.S. or B.A. is required. Graduate degree preferred.
- A minimum of five years of senior management experience in a nonprofit organization, arts organization preferred.
- Experience managing direct reports for success
- Experience creating, implementing and measuring grants and programs that support cultural equity
- Connections to and knowledge of the St. Louis art scene preferred
- Superior verbal, presentation and writing skills
- A strong communicator with excellent interpersonal skills
- Have exceptional interpersonal and relationship skills and a track record of building strong partnerships; capacity to inspire teamwork, build consensus and motivate a wide variety of stakeholders
- Demonstrated experience and capability to develop meaningful program evaluation systems and implement them
- Experience with grant-writing and development of language for fundable programs
- Proven budget management skills
- The ability to prioritize, multi-task and work effectively in an environment that is often fast-paced and changing
- Extensive travel with some overnight may be required
- Drivers license, reliable transportation required

The Arts and Education Council is an equal opportunity employer and offers a competitive salary range with a suite of excellent benefits including retirement plan with employer contribution, medical leave, health, dental, life and disability insurance and vacation with free parking.

Full time – 37.5 hours/week

To apply submit resume with cover letter referencing Director of Programs and Grants, Arts and Education Council in digital format to Cynthia-p@keeparthishappening.org

For more information about the Arts and Education Council, please visit www.KeepArtHappening.org. Connect with us Facebook: ArtsandEducation Twitter: @ArtEdSTL Instagram: Arts_Education_Council