



Grantmakers in the Arts

Supporting a Creative America

Grantmakers in the Arts seeks Deputy Director/Director of Programs

Deadline: July 3, 2014



Grantmakers in the Arts supports a creative America. It is the only national association of both public and private arts and culture funders in the US including independent and family foundations, public agencies, community foundations, corporate philanthropies, nonprofit re-grantors, and national service organizations – funders of all shapes and sizes across the US and into Canada. Our mission is to provide leadership and service to advance the use of philanthropic resources on behalf of arts and culture.

GIA provides valuable professional development for arts grantmakers through conferences, workshops, and webinars; publications including the peer-reviewed *GIA Reader*; research and policy work across the field of philanthropy; and communication tools on our website.

GIA supports a community of practice for arts funders, providing collective learning experiences and networking opportunities for the field to better address the urgent needs facing artists and arts organizations in various communities across America.



The Deputy Director/Director of Programs

The deputy director/director of programs is responsible for shared leadership of the organization and fulfillment of its mission by ensuring the quality and delivery of all of GIA's programs. Important qualifications for this position include: 1) a broad overview of arts and cultural philanthropy, 2) a knowledge of the current philanthropic practices of private foundations, public agencies, community foundations and other funders, and 3) an understanding of the emerging issues facing funders, artists and arts organizations.

Specifically, this position is responsible for content development and oversight of

- The *GIA Reader*, a 56 page peer-reviewed journal, published tri-annually
- An extensive multi-faceted website
- The annual *Arts Funding Snapshot*
- The annual conference, and occasional regional meetings
- An annual series of Web conferences
- Research initiatives and publications
- Programs emerging from specific interest groups of GIA members
- Supervisory responsibilities of program staff



Successful candidates for this position will possess:

- Significant experiential knowledge of the field of arts and culture philanthropy
- Demonstrated commitment to advancing culturally competent and inclusive work policies and practices
- Master's degree in communications, information-management, an arts-related field, or equivalent employment experience
- Management level experience in program development, budgeting, promotion, and fundraising
- Management level experience as a content editor for both print and online environments (Experience with CiviCRM and Drupal preferred, but not required)
- Experience in the planning and execution of conferences and meetings
- Familiarity with planning and commissioning of research, as well as standard research protocols and terminology
- Critical thinking skills, a collaborative and flexible leadership style, the ability to manage projects with multiple deadlines simultaneously, excellent communication skills, and attention to detail

Job Description

MANAGEMENT

- Assist the president and CEO with governance and fiduciary responsibilities as needed
- Collaborate with president and CEO in developing overall strategies for the *Reader*, web site, and other GIA programs
- Oversee the work of the web/information manager, program manager, as well as consultants and contractors in all program areas
- Coordinate and provide information to the director of development and membership for program-specific fundraising, including the annual conference, specific initiatives, and publications
- Participate in three board meetings annually to update board members on programs and foster board/staff communication

PROGRAMS

Conference

- Oversee all aspects of the annual conference and serve as the primary staff contact.
- Supervise coordination of member-organized content such as sessions, site visits, plenary presentations, performances, and other conference content
- Guide planning and program development for conference planning committee(s)
- Work with director of finance and operations on registration, conference budget development, and conference finances
- Guide conference publications and general and inclusive marketing

Web activities

- Oversee all aspects of GIA's web site and its impact on all of GIA's activities
- Work with GIA staff to update content regularly and identify resources GIA could make available on the site
- Support Development and Membership personnel by maintaining selected member service functions on GIA's web site; continually improving existing and adding new web services for members

Publications

- Oversee marketing and distribution of GIA publications
- Oversee content, design and production of GIA *Reader*, Member Bulletin, and other GIA publications as needed

Member Engagement

- Help identify ways members can become more involved with GIA, based on individual interests. Respond to their program-related inquiries as feasible
- Help identify members to serve on committees, contribute to the *GIA Reader*, develop conference sessions and otherwise be engaged in GIA programs

Other Programs

- Provide other support to programs as needed within the overall scope of GIA's work

Grantmakers in the Arts offers a competitive compensation and benefit package. Salary range for this position is \$85,000 - \$95,000. Benefits include medical, dental, vacation, and retirement. Domestic travel for this position estimated at 5 - 10%.

Grantmakers in the Arts is an equal opportunity employer and complies with all EOE and ADA requirements.

To apply, please send a letter of interest and resume to:

Janet Brown, President & CEO
Grantmakers in the Arts
search@giarts.org
No telephone inquiries, please.

Grantmakers in the Arts
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Seattle, WA, 98199

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