



Grantmakers in the Arts

Supporting a Creative America

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ArtPlace America

San San Wong
Barr Foundation

Laura Zucker

Eddie Torres
President & CEO

Janet Brown
President & CEO (Ret. 12/31/2017)

Jim McDonald
Deputy Director, Director of
Programs

Kathy Lindenmayer
Director of Development &
Membership

Jan Baillie
Director of Finance & Operations

JOB NOTICE: Program Manager

Grantmakers in the Arts (GIA) is seeking a Program Manager to join its team in New York, NY under the leadership of Eddie Torres, President & CEO. This position will report directly to the Deputy Director/Director of Programs, but will work collaboratively with other members of the GIA team, including the President/CEO, finance, development, and program staff.

GIA is the only national network of private, public, and corporate arts funders in the US and Canada, including independent and family foundations, public agencies, community foundations, corporate philanthropies, nonprofit regrants, and national service organizations. GIA is widely regarded as the go-to place for relevant discussion and action within the philanthropic field. At the intersection of philanthropy and the arts, GIA breaks down silos by creating and strengthening connections with, and for, those within its membership, their grantees, and philanthropy across sectors. GIA's many programs and resources can be found at www.giarts.org.

GIA seeks a Program Manager. Responsible to the Deputy Director/Director of Programs, the Program Manager provides administrative, logistical, and organizational support for GIA programs including the conference, in-person workshops, webinars, and podcasts.

Desired Qualifications and Experience

- Bachelor's degree preferred or equivalent combination of education, training, and experience in nonprofit service and/or program support
- Knowledge of and experience with arts/culture
- Knowledge and experience of philanthropy or foundations preferred
- Adept at database functions, preferably CiviCRM or equivalent software
- Commitment to working collaboratively with a range of constituent groups, including staff, board members, volunteers, donors, program partners, and participants
- Good verbal and written communication skills
- Excellent project management skills
- Proof of work eligibility and the ability to travel

Responsibilities and Duties

Convenings

- Assist Deputy Director/Director of Programs and President & CEO to organize, provide logistical support, and implement convenings including forums and member gatherings.

Online Learning

- With input from GIA team members, organize, provide content, and implement online learning tools including webinars and podcasts.

National Conference

- Manage session proposal and session organization process, including calls for sessions, session planning paperwork, and presenter logistics (contracts, travel, AV, and payments).
- Act as primary liaison for preconference organizers and manage all related paperwork and logistics.

Program Assessment

- Assist in developing and implement assessments for all programs and services to members including web services, convenings, and publications.

Office Administration

- Provide administrative, clerical, and logistical support for GIA activities as needed.

Other

- Support needs of conference planning and implementation as needed.
- Travel as needed, possibly on weekends, for convenings and meetings.
- Provide other support to programs as needed within the overall scope of GIA's work.

Grantmakers in the Arts uses a Drupal platform website, CiviCRM database, Microsoft Office 365, Adobe Creative Suite, and QuickBooks.

This is a full-time (40 hours per week), non-exempt position with some after-hours, weekend work, and travel required. Grantmakers in the Arts intentionally considers candidates from historically underrepresented communities including ALAANA (Asian, LatinX, African, Arab, and Native American) populations and people with disabilities.

Compensation: Salary range: \$55,000-\$65,000 dependent on experience. A comprehensive benefits package includes leave time, insurance, and an employer-matching 401(k) plan.

TO APPLY: Candidates should e-mail a cover letter and resume to jobs@giarts.org. PLEASE no phone calls.

Application Deadline: Review of applications will begin on November 17, 2017 and will close when position is filled. Applications will be acknowledged by e-mail.