



Assistant Vice President (AVP) of Programs

Purpose:

The AVP is expected to be a partner with the Vice President of Programs by playing a vital role in daily oversight, future planning, and leading the programs department to accomplish the strategic plan and fulfill South Arts' mission of advancing Southern vitality through the arts. Diversity, equity and inclusion are key values of this organization.

Responsibilities:

- Oversee programs administration: assessment, budget, evaluation, and research, to include compiling and producing program data and reports related to the progress and achievement of program goals and objectives
- Work with program staff to complete program specific evaluation, needs analysis, and other planning as needed
- Work in partnership with Development to contribute to completion of grant applications and reports
- Work in partnership with Advancement/Communications to promote regional and national awareness of programs and grants
- Collaborate with Finance/Accounting to for grant budget monitoring and proper database coding for program activities and grant expenditures
- Actively engage with program staff to implement tactics that increase diversity, equity, inclusion, and accessibility of program applicants and grantees; stays focused on making arts programs accessible to people with disabilities; Serves as a member of the equity team, if assigned
- Ensure work is carried out when a program member has a prolonged absence
- Review and/or approve grant program contracts and/or grant agreements for consistency, accuracy, and adherence to funder guidelines and organizational policies
- Review and/or approve grants and grant awards as requested and/or in absence of the VP of Programs
- Execute RFP solicitations for contract employees, services or resources
- Direct the gathering of statistical analysis for programs as needed; coordinate with staff responsible for daily database functions; design forms, contracts, and other documents necessary for successful grants management; identify gaps and recommend specific improvements to ensure successful database usage

- Investigate challenges and recommend solutions relative to programs and grants management database functionality
- Serve as the point person for programs database reconciliation and other database processes related to programs
- Participate in recruitment, selection, or onboarding of staff
- Supervise staff
- Participate as team member in a variety of meetings - program, staff, and other.
- Conduct or participate in completing formal personnel reviews of program staff and/or direct reports
- Contribute as a speaker, panelist, participant, and delegate at a range of convenings held internally, regionally, nationally, and beyond
- Represent the organization in a wide range of environments and with multiple constituencies
- Serve as a valued and trusted resource to program staff and other constituencies across the field
- Additional duties as assigned

Qualifications:

Education:

- Bachelor's degree in a relevant field is required

Experience:

- Seven or more years' director-level experience in arts administration/management, nonprofit administration, public administration, business administration or grant-making field
- Leading people and managing processes related to program design, implementation, evaluation and assessment
- Supervising teams.

Knowledge:

- Knowledge of foundation arts grantmaking sector and related state, federal and local agencies and organizations
- Non-profit arts operations, arts administration, and related familiarity with national, state, and local arts agencies.
- Best practices in program/project and grants administration
- Budget development and budget management
- Knowledge of art forms/arts disciplines
- Time management and project management
- Knowledge of MS Office, with advanced knowledge of:
 - Outlook – scheduling meetings, managing calendars, use of rooms and other advanced functions; also managing, importing, and exporting contacts; task management
 - Word – document formatting, review options/tracking, mail merge, layout options

- Excel – spreadsheet creation; column and row formatting; data sorting; page formatting, including borders, gridlines, and use of headers and footers
- Basic knowledge of online systems including:
- CRM - constituent relationship management systems; Salesforce experience beneficial
- GMS – grants management systems such as Salesforce, Slideroom, Submittable, Foundant, E-grant, GoSmart, etc.
- Knowledge of remote team meeting software, presentation tools and graphics tools

Abilities and Skills:

- Superior program management skills; ability to design and implement programs then assess and evaluate for qualitative and/or quantitative measures
- Excellent communication skills, both written and oral; ability to facilitate meetings, influence and engage a wide range of constituents
- Flexible and adaptable style; a leader who can positively impact both strategically and tactically
- Creative problem framing and solutions oriented
- Ability to work independently without close oversight and as a team player; productively engage with others at varying levels of seniority within and outside the organization; build long-term relationships
- Strong organizational and time management skills with exceptional attention to detail

Other Requirements:

- Regular travel will be required
- The position will be based at South Arts' office in Atlanta

Physical Requirements:

Sedentary work - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.

The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

Use of fingers - Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.

Salary and Benefits:

Salary \$90,000.00 annually. Negotiable based on education and experience.

Benefits

- South Arts offers an excellent benefits package that includes health, dental, and life insurance; long-term and short-term disability; vacation; paid holidays; and a 403(b) plan with company match.
- The position is based out of our Atlanta, Georgia office. Our current hybrid model is primarily teleworking with a designated amount of time each month spent in the Atlanta office.

Application Submission:

Deadline: Open until filled

Email resume and cover letter to: hr@southarts.org

Attn: Human Resources

South Arts' mission is advancing Southern vitality through the arts. South Arts is a non-profit regional arts organization founded in 1975 to build on the South's unique heritage and enhance the public value of the arts. South Arts' work responds to the arts environment and cultural trends with regional perspective. South Arts' offers an annual portfolio of activities designed to address the role of the arts in impacting the issues important to our region, and to link the South with the nation and the world through the arts.

The organization works in partnership with the state arts agencies of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee. It is funded by the National Endowment for the Arts, member states, foundations, businesses, and individuals.

For more information about South Arts, please refer to our website at www.southarts.org

Equity Statement:

South Arts is an inclusive employer and adheres to Equal Employment Opportunity Commission standards. South Arts does not and shall not discriminate on the basis of race, color, ethnicity, national origin, religion, age, disability, genetic information, gender, gender expression, sexual orientation, pregnancy, marital status, military status, economic status, or geographic location in any of its activities or operations.