



Director, Arts Partnerships

Purpose:

The Director, Arts Partnerships, leads the design, implementation, and coordination of all aspects of a program (or a diverse portfolio of programs), including activities such as planning, organizing, staffing, and managing program activities to achieve strategic plan goals.

Position Overview:

The Director, Arts Partnerships, will direct the implementation of national and regional programs. Currently, one national partnership program is led by South Arts in partnership with the five other Regional Arts Organizations (RAOs) and a national funder; and a regional program implemented alongside the first and in partnership with the RAOs and a national funder.

The Director, Arts Partnerships, will be responsible for programs that focus on engaging arts and cultural organizations and their leaders in ways that build capacity and participation among historically underserved groups/communities with rich and dynamic cultural identities; strengthen the organizational capacity of arts and cultural entities; expand peer networks; and include diverse voices among all who participate in and lead this work.

This initiative will also support sharing these organizations' stories with the broader arts and cultural sectors. Specifically, the programs will support this work through capacity-building grants and professional development activities including learning opportunities and peer networking. These activities and subgrants are intended to help organizations better understand their communities and to approach their operations and programming in ways that will expand their reach.

Responsibilities:

- Design and implement the work plan for the programs and provide leadership for implementing these initiatives in the South Arts region
- Work closely and cooperatively with the five partner Regional Arts Organizations to collectively carry out, assess, evaluate and report on the programs.
- Work closely and cooperatively with the funding partners to collectively carry out, assess, and evaluate and report on the programs.
- Coordinate and/or attend convenings (in-person or virtual) which serve to provide input for the design, implementation, refinement, evaluation and reporting of programs
- Cultivate and manage relationships with external partners

- Work with internal and external colleagues to build the infrastructure for the programs, including asset mapping, professional development, web and social media presence, communications strategy and deployment of grant guidelines
- Create a regional approach with the five fellow Regional Arts Organizations for providing technical assistance to prospective program participants.
- Oversee the assessment and evaluation of the program, as well as disseminating lessons learned to inform the funder(s) and partners
- Detail program outcomes and impacts and produce reports for a variety of purposes
- Direct the grants administration cycle – application, adjudication, and grant award
- Manage program budgets
- Initiate RFP's and develop agreements with consultants and contractors to carry out program activities
- Ensure accessibility and equity throughout all aspects of work
- Serve as a liaison, providing program related technical assistance and consultative services to potential applicants, grantees, and others
- Additional duties as assigned

Qualifications:

Education:

- Bachelor's degree preferably in a field of study in the arts, arts administration/management, nonprofit administration, public administration, or business administration.

Experience:

- Five or more years of significant expertise in program design and implementation in the field of arts administration/management, nonprofit administration, public administration, or business administration.
- Designing and implementing organizational development and leadership capacity building programs
- Private foundation and federal grants administration
- Establishing partnership and collaborations with a multitude of external partners
- Seven or more years in arts administration/management, nonprofit administration, public administration, or business administration.
- Supervisory skills

Knowledge:

- Arts landscape, funding, and operational ecosystems
- Organizational and community development in the arts and cultural sector
- Program design, implementation, and evaluation
- Grants administration
- Research, literature, and data related to the arts eco-system, and diversity, equity, inclusion, and accessibility in the nonprofit arts and cultural sector.
- Basic 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.
- SharePoint - file and data sharing collaboration.
- Microsoft Teams - file and data sharing collection.
- 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:

- Design, implement and manage a competitive grant administration process – guidelines, application, adjudication, award, and final reporting.
- Work independently as well as part of a team.
- Manage self and time, directing multiple tasks and timelines simultaneously in order to meet objectives and deadlines.
- Think critically, strategically, and decisively in a variety of situations, circumstances, and contexts.
- Make data-driven decisions and use data to communicate programmatic success.
- Develop partnerships, nurture collaborations and work amid a variety of authorizing contexts - federal government, state government, and foundations.
- Establish and maintain positive relationships and communicate in a professional manner with executives, staff, board, funders, governmental officials, and the public.
- Excellent communication skills, both written and oral; ability to facilitate meetings, influence and engage a wide range of constituents
- Work with multiple levels of constituents simultaneously, including local, state, regional, and national.
- Take initiative and consistently meet deadlines.
- Demonstrate excellent judgment, self-control, and discretion

Other Requirements:

- Regular travel will be required
- The position will be based at the South Arts' office in Atlanta, Georgia
- The successful Director, Arts Partnerships, will have:
 - experience or education in the arts
 - significant and demonstrable experience designing and implementing organizational development and leadership capacity building programs
 - full-cycle grants administration of federal and private funds
 - strong leadership and interpersonal skills
 - ability to create and sustain collaborative working relationships with a multitude of internal and external partners.
 - professional maturity

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:

Position is dependent on grant funding.

Salary – \$65,000.00 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.