



US RAO

Regional Arts Organizations

Title: National Coordinator, United States Regional Arts Organizations

Classification: Part-time Contract Position

Description:

The [United States Regional Arts Organizations \(USRAO\)](#) seeks a permanent part-time National Coordinator (8-15 hours/week) to assist regional arts leaders in their collaborative work at the national level, including coordinating and managing various programs and projects.

USRAO is a collaborative group made up of the executive leader from each of the six Regional Arts Organizations (RAOs): New England Foundation for the Arts, Mid Atlantic Arts Foundation, South Arts, Mid-America Arts Alliance, Arts Midwest, and Western State Arts Federation. RAOs partner with the National Endowment for the Arts, State Arts Agencies and others to develop and deliver programs on a regional basis that support and advance the arts. USRAO provides a platform for Regional Arts Organizations to collectively plan, communicate, collaborate and interact with each other, as well as with national funders and influencers who wish to increase the effectiveness of the nation's arts infrastructure, broaden access to the arts, maximize public and private investment in the arts, and contribute to the excellence of arts programs and services.

Diversity, equity and inclusion are key values of this organization.

Responsibilities:

The intent of this work is to strengthen the collective network of the RAOs and their ability to continue to successfully impact arts development in the U.S. The work will include but not be limited to the following:

- Planning, organizing, and documenting periodic meetings of RAO executive directors, board members or staff. These may include in-person gatherings, online meetings or conference calls.
- Drafting proposals for grants or programs.
- Planning, coordinating, managing, and consulting on various projects that the RAOs may undertake including research projects, cooperative programming, and events.
- Conducting research, preparing activity reports on the work of the RAOs.

- Serving as spokesperson for USRAO, advancing projects, and public relations.
- Representing USRAO at meetings or conferences.
- Support communication and advocacy efforts on behalf of RAOs.
- Responsible for maintaining & updating USRAO web site.
- Other specific projects as may be assigned.

Qualifications:

Education:

- A bachelor's degree or equivalent experience in a relevant field is required.

Experience:

- 5-10 years in a non-profit, a public agency or foundation setting, preferably focused on arts programming and/or advocacy.
- Understanding of regional/national arts policy
- Grant making
- Grant writing and grant management
- Constituent relations

Skills:

- Excellent communication skills, both written and oral; ability to engage with authorizers and industry leaders and build long-term relationships.
- Ability to work independently without close oversight.
- Strong administrative, organizational and time management skills with exceptional attention to detail.
- Budgeting

Knowledge:

- Familiar with regional and national arts organizations
- Time management
- Knowledge of MS Office suite of products, including Outlook, Word, Excel, PowerPoint.
- Knowledge of remote team meeting and productivity software, presentation tools, graphics tools.

Other Requirements:

- Contractor must provide their own office space, standard equipment and supplies
- Some travel required

Hourly Rate: \$40

Application Deadline: August 31, 2020

Email Resume and Cover Letter to: Rusty Sox: rsox@southarts.org