

CNY Arts Job Description

Job Title: Program (Regrants) Officer

Reports To: Director of Grants & Programs

Summary: The CNY Arts Program (Regrants) Officer will conduct grant cycles from start to finish for seven regrant programs exceeding \$1.4 million annually across a seven county region in accordance with an evolving regional cultural plan. These programs include the CNY Film Fund, NYSCA Decentralization, Onondaga County Regrants, CNY Arts Impact Fund, NYSCA State & Local Partnership Technical Assistance, NYSCA Museums Professional Development, and the Young Artist Scholarship Program. The Grants Officer will provide technical assistance to supported artists and agencies, conduct informational webinars and seminars, provide marketing and outreach to potential applicants, conduct the panel decision making process, and execute the award notification. Utilizes familiarity with regional arts to broaden regional outreach and joint marketing efforts.

Duties and Responsibilities include the following. Other duties may be assigned.

Regrant Programs

1. Develops guidelines and procedures to ensure compliance with funding contracts for regrants.
2. Creates, oversees and reviews regrant processes to ensure maximum transparency, equity, and the broadest possible pool of applications.
3. Develops and follows process for grant applications from start to finish using the most effective and efficient communications tools
4. Evaluates retention of existing regrant programs using statistical analysis and value to community and cost effectiveness.
5. Solicits and oversees panels that determine grant awards for applying organizations. Maintains an ongoing roster of potential panelists and actively recruits new panelists.
6. Works with administrative staff to collect, distribute, and archive regrant applications and execute contracts.
7. Utilizes online grant management system and provides necessary technical assistance for users
8. Seeks out and researches additional regrating opportunities and determines impact on our capacity.
9. Assists Grants Oversight Committee in updating, maintaining, tracking, and implementing a cultural regrant plan for our six-county region.
10. Creates and records systems for consistent implementation of regrant programs.
11. Establishes auditing schedule of completed CNY Arts regrant contracts. Delegates auditing responsibilities, when applicable.
12. Works with Executive Director to encourage board participation in upcoming events, arts panels, and audits.
13. Tracks the status of final and interim reporting of grantees.
14. Designs and implements evaluation tools for all aspects of grantmaking process including informational seminars, grant promotional effectiveness, grant applicant process, panel process, and award process.

Funding Administration

1. Facilitates changes to application process for funded agencies.
2. Maintains lines of communication with funded agencies to ensure timely receipt of applications and reports.
3. Ensures proper procedures followed by independent panel and Board of Directors in determination of funding.
4. Consolidates reported data into reports for funders.

5. Utilizes data to contribute to Cultural Assessment.
6. Submits check requests and contracts to bookkeeper in timely manner for grantee payment.

Outreach and Technical Assistance

1. Develops and implements a bi-monthly professional development webinar series for current and potential grantees informed by feedback from constituents.
2. Develops and maintains strategic relationships with communities in multiple county area to create regional linkages, cooperative projects and communications.
3. Maintains continuous involvement in diverse cultural communities in multiple county area to encourage access to arts and culture service and New York State Council on the Arts.
4. Provides required Technical Assistance workshops and individual Technical Assistance as time permits; outreach for appropriate and diverse technical assistance providers as time and funding permits.
5. Maintains online database of Technical Assistance providers, ensures information remains accurate and current.

Communication

1. Creates and uses time effective systems to communicate with community members regarding upcoming events and programs; works with staff to create effective community systems
2. Contributes to e-newsletter, website and social media marketing as applicable
3. Tracks and archives grants-related press
4. Composes press releases, email marketing, and social media posts for grant application cycle announcements, award announcements, and individual grantee promotion as necessary
5. Apprises staff of upcoming events throughout the region for joint marketing promotion

General

1. Provides accurate reporting of program and other expenses in a timely manner to enable agency to track cash flow and budget neutrality
2. Creates program narratives for application and grants using records of grant program activities for NYSCA and other potential regrating funders such as foundations, corporations, community agencies and government agencies, including information about grant goals, targeted outcomes, evaluation, strategic plans, and success of grantee use of funds.
3. Performs general office tasks, answers phones, and other administrative duties.
4. May supervise part-time staff, interns and volunteers
5. Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree (B. A.) from an accredited four-year college or university; or four to six years related experience and/or training; or equivalent combination of education and experience. Experience in arts services and membership services are helpful. Expertise in one arts administration, and/or an arts discipline is important and general knowledge of arts industry is helpful.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and

the general public.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have advanced knowledge of Microsoft Word; Microsoft Excel; PowerPoint; internet software; MailChimp, Google Suite (Drive, Sheets, Docs, Forms); and virtual presentation software such as Zoom and Facebook Live. Familiarity with website design and maintenance is preferred, but not required. Experience with grants management systems such as Foundant and/or Submittable is a plus.

Special Skills:

- Arts generalist
- Time management skills
- Community planner and facilitation with diverse communities
- Presentation skills
- Customer service or technical support skills
- Strong writing and communication skills
- Database management
- Data analysis
- Uses of IT and web interaction, particularly virtual meeting platforms such as Zoom and GoToMeeting
- Intermediate/Advanced skills with Microsoft Excel
- Grants Management systems such as Submittable or Foundant is a plus

Work Environment:

The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Accommodations may be made to enable individuals with disabilities to essential functions. Travel to multiple counties to rented or donated space assistance workshops and outreach meetings is required.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to reach with hands and arms and taste or smell.

CNY ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND SEEKS DIVERSE CANDIDATES FOR THIS POSITION.

Submit resumes and cover letter to jobs@cnyarts.org. No phone calls please.