Position | associate, grantmaking and communications
Reports to | director, grantmaking strategy and communications
Direct Reports | none

What Is the Position?
Cuyahoga Arts & Culture (CAC) seeks an associate for grantmaking and communications to oversee the day-to-day operations of a portion of our resident-led and Support for Artist grant programs. You will oversee the relaunch and management of ClevelandArtsEvents.com, the community's go-to source for arts and culture events, as well as provide key communications support across all CAC's platforms. In this position you will learn and work and build positive working relationships with external partners, including consultants, vendors, and grant recipients. Your work will span CAC's grantmaking and communications teams.

Who Are We?
We are one of the largest local public funders of arts and culture in the nation, connecting people to millions of cultural experiences in Cuyahoga County each year. Since 2007, we have invested over $218 million in tax dollars in 445 organizations and projects countywide. Learn more about our mission, vision, and values. CAC is committed to conducting its work through a racial equity lens. See www.cacgrants.org/equity for more.

Why Work with Us?
We are a team that believes in connection, discovery, equity, service, stewardship, and trust. We encourage each team member to pursue personal and professional development opportunities as part of their yearly objectives. We offer an excellent benefits package, which currently includes 25 days of paid time off, 11 paid holidays, medical, dental and vision coverage, and potential for a hybrid work environment. Our regular business hours are 8:30 am - 4:30 pm Monday-Friday. This position is a full-time exempt position with occasional night and weekend responsibilities.

Essential Functions of the Position

Communications
- Lead the relaunch and growth of ClevelandArtsEvents.com, working in partnership with Assembly for the Arts. Manage CAC’s website cacgrants.org, including content creation.
- Support strategic communications, helping tell the story of CAC and the 300 nonprofits we fund.
- Create written and visual content for website, email, social media and grantmaking.

Grantmaking
- Support the administration of CAC’s grantmaking processes, leading discrete projects and providing customer service and support to grantees as needed.
- Manage CAC’s partnership with ioby, a crowdfunding platform to support resident-led arts and culture projects.
• Manage CAC’s Support for Artists annual grants, a program that funds local nonprofits to support artists and their work
• Potential to manage a portfolio of core program grants

Minimum Requirements for the Position
• Keen interest in and understanding of Cuyahoga County’s arts and cultural assets.
• Demonstrated project management skills and the ability to take ownership of projects from conception to completion, work effectively and collaborate with peers, organize processes, and identify the steps required to manage complex work.
• Effective communicator.
• Demonstrated experience with Microsoft Office 365, and willingness to learn web-based email management systems, social media, and database management systems.
• Ability to manage multiple projects, timelines, and day-to-day work effectively.
• Willing to be part of a small team, yet comfortable working independently.
• Understanding of racial equity’s core constructs and interest in active learning and ongoing conversations around race.
• Commitment to reflection, change and process improvement and the ability to evaluate and apply a critical thinking to your work.
• All employees must be fully vaccinated against COVID-19 which includes being vaccinated under applicable guidance from the Centers for Disease Control and Prevention or qualifying for an accommodation from CAC’s COVID-19 Vaccination Policy; individuals who are unable to be vaccinated due to a medical condition or sincerely held religious belief may request an accommodation.

Compensation
The salary range for this exempt position is $40,000 - $45,000. Current benefits include medical, dental and vision insurance; 25 days of paid time off and 11 paid holidays; participation in the Ohio Public Employees Retirement System (OPERS).

How Do You Apply?
If you meet the requirements of this position, submit a resume and cover letter to application@cacgrants.org. Please indicate in your cover letter how you learned about this position and what about the arts and cultural environment in Cuyahoga County excites you. Incomplete submissions will not be considered. No phone inquiries, please. The deadline for applications is July 15, 2022.

We are an Equal Opportunity Employer committed to fostering and cultivating a culture of diversity and inclusion, where every team member is valued and respected. We seek employees from all backgrounds to join our team, and we encourage all interested applicants to apply. All applicants will receive consideration for employment without discrimination based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, or other characteristic protected by law.