



Program Officer, Arts & Culture

Position: Term Limited (5-7 years); Full Time; Exempt

Department: Program

Reports to: Program Director, Arts & Culture

Supervises: Indirect supervision of assistants, coordinators, interns, or fellows

Date Reviewed: October 2022

Summary:

The Program Officer for Arts & Culture co-leads the arts and culture community responsive grantmaking in collaboration with the Program Director, Arts & Culture. They also collaborate with key program staff and consultants in other program areas on the research, development, implementation, and evaluation of community initiatives and grant programs.

Responsibilities and Expected Outcomes:

- Oversee the foundation's responsive grantmaking in Arts and Culture. Manage grantmaking, work with prospective grantees to ensure grants are in alignment with Foundation priorities and community needs and prepare evaluations and recommendations for funding requests.
- Work in partnership with program staff in all areas (Workforce and Economic Development, Youth & Social Services, Neighborhoods, Education, Environment) as well as Greater Cleveland community partners to identify cross-cutting issues and aligning strategies and develop programs.
- Actively engage with creative communities, Foundation stakeholders and grantees to identify opportunities to advance the Arts and Cultural Sector.
- Manage the Equity in the Arts Fund and work collaboratively with Advancement Team to ensure that donor intent best aligns with community needs in Arts and Culture.
- Support the Cleveland Foundation's Arts and Culture programs including The Arts Mastery Program, Creative Fusion, Cleveland Foundation Internal Art Program, Arts Education in the Cleveland Metropolitan School District, and the Anisfield Wolf Book Awards.
- Developing improvements to grantmaking processes and developing and implementing effective evaluation methodologies to measure program outcomes.
- Leverage local and national philanthropy as well as other forms of capital, including program related investments and social impact investments to advance opportunities that promote equitable access to Arts and Culture.

Anti-Racism Equity Innovation Integrity Leadership Partnership Stewardship



- Remain abreast of best practices, sector trends, and policy implications shaping Arts and Culture. Capture, research, analyze and disseminate information to promote a deeper sense of awareness of Art and Culture issues impacting Greater Cleveland.

Essential Qualifications, Credentials and Technical Skills:

- A bachelor's degree and three to five years of experience designing, leading, or funding arts and culture programs in the not-for-profit sector, government, cultural organizations, activism and community organizing, corporate, or other relevant sectors. Consideration will be given to candidates without a formal degree who have extensive experience. Advanced degrees or certifications welcome.
- Strong research and analytical skills (informational and programmatic) and the ability to make sound data-driven recommendations.
- Strong planning and organizational skills.
- Demonstrated effectiveness in written and oral communication, including ability to present complex issues to a variety of audiences.
- A demonstrated passion for and commitment to diversity, equity, and inclusion across all areas of work.
- Comfortable with the extensive use of technology, proficient with MS Office
- Familiarity with Greater Cleveland and its creative sector.
- Ability to operate in a fast-paced environment and prioritize work to consistently meet deadlines.

Desired Qualifications

- Active creative practice as an artist (in any field), curator, activist, arts administrator or other.
- Experience in developing arts-based programs with communities, youth, arts education or presenting arts organizations, including writing, and managing grants.
- Experience collaborating as part of a multidisciplinary team and working effectively with persons and communities from diverse cultural, social, and ethnic backgrounds.
- Command of languages in addition to English

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION:

The Cleveland Foundation exists to enhance the quality of life for all citizens of Greater Cleveland. The ability to carry out our mission and to foster our commitment to diversity, equity and inclusion can best be pursued if our workforce, grantees, donors, partners, and governing body are inclusive of individuals of diverse backgrounds, beliefs, and perspectives.

We believe that diversity encompasses, but is not limited to, age, color, education, ethnicity, family or marital status, gender, gender identity or expression, language, national origin, physical and mental abilities or characteristics, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and/or other characteristics that make an individual unique. The Cleveland Foundation is committed to equal employment opportunities for all.

Anti-Racism Equity Innovation Integrity Leadership Partnership Stewardship



PAY AND BENEFITS:

Based on the foundation's compensation program, estimated annual salary for this position may be anywhere between \$60,000 and \$75,000, based on the academic, professional and community experiences and credentials of a candidate. The foundation offers an exceptional benefits package including medical, dental, vision, identity theft, and life and disability coverage, a comprehensive wellness program, an employee assistance program, a fully vested 403(b) retirement plan, ten paid holidays and, for exempt positions, 15 days of vacation and 12 sick days, prorated the first year of service based on date of hire.

TO APPLY:

If you are interested in applying for this position, please submit your resume and cover [here](#) as soon as possible. This posting will remain active until the position is filled. ***We regret that we cannot respond personally to each applicant.***

Note: Hours worked will be largely remote, until we move into our new headquarters building early in 2023. The Cleveland Foundation requires all employees to be fully vaccinated against COVID-19 and provide valid proof of vaccination unless a documented medical or religious exemption is approved. All information provided will be kept strictly confidential.