Job Posting
Impact Coordinator

Description of Organization
Fund for the Arts is a regional nonprofit with the mission to maximize the impact of the arts on economic development, education, and quality of life in our community. The Fund is a convener, promoter, leader, and driver of Imagine Greater Louisville 2020, the region’s arts & cultural plan. It facilitates the largest arts grant program in Kentucky providing over 400 grants to organizations, artists, schools and other partners annually. The Fund for the Arts conducts one of the oldest united arts campaigns in the country, raising an average of $8 million each year from approximately 15,000 donors. For more information, visit www.fundforthearts.org.

About the Job
The Impact Coordinator reports to the Vice President of Community Impact. This position provides coordination of a portfolio of Fund for the Arts impact initiatives and investments that advance the Fund for the Arts mission and the priority areas of the Imagine Greater Louisville 2020 plan (education, access, cultivation, promotion, and equity, diversity and inclusion). The successful Impact Coordinator is organized, detail oriented, and an effective communicator playing a vital role as liaison for the Fund working with grant recipients, educators and artists. Additionally, the Impact Coordinator can successfully manage data from grant applications and reports.

This position will work from home until the office reopens in accordance with Healthy At Work standards mandated by the state. There will be periodic work days in the office for on-boarding and training. Safety guidelines will be followed including wearing masks, social distancing and sanitizing.

Specific responsibilities include

Initiative Management and Grantmaking
- Coordinate and assist in the evaluation of impact initiatives that bring the arts to schools, community centers, senior care facilities, etc. This includes assisting in the oversight of:
  - Every Child Arts Education Initiative (5x5, Teacher Arts Grants (TAG), School’s Out = Art’s In, Arts for Kosair Kids),
  - Arts in Aging,
- Serve as a liaison for grant applicants and grantees to answer inquiries about funding opportunities, grant applications, and award requirements. Communication is predominately via email or phone.
- Manage Fund for the Arts online grantmaking software, Blackbaud Grantmaking, and provide technical support to grant applicants and grantees in utilizing the system.
- Support the Vice President of Community Impact in coordinating grant review committees and initiative advisory committees: scheduling meetings, coordinating logistics, printing documents, etc.

Operations Support
- Coordinate and assist in the tracking of payments to grantees, including collecting and keeping detailed records of invoices, payments made, grant agreements, etc.

Campaign Support
- Assist Vice President of Community Impact in optimizing, quantifying, and communicating internally and with the Campaign Team the outcomes of our strategic initiatives.
• Support the campaign team in grant writing and grant reporting.
• Work with the communications team to demonstrate community impact by systematizing collection and documentation of compelling and persuasive stories resulting from our grantmaking.

Other duties as assigned.

About You: Qualifications and skills
• Bachelor’s degree or equivalent experience in related field of study;
• 1+ years of program or grant management experience a plus;
• Strong verbal and written communication skills;
• Organized and detail-oriented;
• Proficiency in all MS Office programs, including PowerPoint and Excel;
• Experience utilizing grant management database and/or maintaining program files a plus; and
• Must be willing to work occasional nights and weekends at events.

About Your Benefits and Compensation
General salary range is $30,000 - $33,000 with payment for approved over-time. Benefits include health, dental and vision insurance; 401(k) and paid parking.

If you are interested, please forward a letter of interest, resume and salary requirements by September 30, 2020 by email at mweidner@fundforthearts.org.

Fund for the Arts is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. Fund for the Arts complies with the law regarding reasonable accommodation for handicapped and disabled employees.