



**POSITION:** Community Investment Manager - HeArts

**REPORTS TO:** Director of Community Investment

**WHO WE ARE:**

At Fund for the Arts, we believe that art is a right, not a privilege, because art is a fundamental expression of the human condition. We envision a healthy and vibrant community where everyone embraces the art that exists in our lives every day, where everyone contributes to the well-being of our arts community, and where everyone belongs. Our mission is to contribute to the overall health and well-being of our community by generating resources for, investing in, and supporting our local arts, artists and arts organizations. We do this by raising more than \$8 million and facilitating the largest arts grant program in Kentucky, providing over 600 grants annually to organizations, artists, schools and other partners.

**POSITION:**

The Community Investment Manager – HeArts, works with the Community Investment team to insure execution of grant-funded programs administered by Fund for the Arts.

The HeARTS program, funded through Louisville Metro Government, will provide multigenerational, multidisciplinary arts programming in accessible neighborhood spaces during out-of-school time. HeARTS will invest in and provide trauma-informed care training and space for teaching artists and arts organizations over a year-long program. HeARTS will invest in summer arts projects with paid stipends for community participants.

The Community Investment Manager – HeARTS will support the development of HeARTS as a new program initiative and serve as the primary liaison with community partners.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- Understand and implement Fund for the Arts strategies and initiatives, specifically as outlined below related to Louisville Metro Government HeArts funding, but in other initiatives as needed.
- Create and implement programming in alignment with the goals outlined in Louisville Metro Government funding for 1M dollars to Fund for the Arts.
- Manage and report logistics around contracts and grant funding with program partners including teaching artists and arts organizations.
- Facilitate communication between Fund for the Arts, arts organizations involved in HeArts programming, related city entities and departments, host community centers, and other parties as necessary.
- Manage communication and marketing needs and coordinate with marketing department to determine and insure the timely execution of needed materials for recruitment to include 1-sheets, postcards, advertising, press releases, and more.
- Manage and communicate key funder information including logo placement, etc.
- Manage and communicate key in-person or virtual events for staff or stakeholders for documentation, fundraising, or marketing.
- With Community Investment team, provide detailed budget report monthly or upon request.
- Manage invoicing and payment processing for contractors and grant recipients.

- Design and drive the measurement, tracking and evaluation of the impact of programs included in HeArts funding.
- Provide technical and logistical support to arts organizations and community centers to implement and track outcomes of the programs.
- Effectively communicate the impact of these, and other programs in Community Investment.
- Consult with arts organizations to determine available resources and tools to build capacity for future programming.
- Address barriers to participation, and implement new strategies to overcome said barriers.
- Insure that providers accurately represent the neighborhoods and populations that they are serving.
- Support the Development team in grant-writing and grant-reporting for continued program support.
- Support Marketing strategies to document compelling and persuasive stories resulting from the HeArts program.
- Maintain relationships with and serve as a representative of FFTA and the greater arts sector to community members and stakeholders.

#### **COMPETENCIES AND SKILLS:**

- Results-driven, forward-thinker
- Collaborative and flexible mindset, with a strong service mentality
- A team player committed to lifelong learning and change management
- Strong interpersonal skills: ability to communicate well verbally and in writing with staff, colleagues, and a wide variety of members of the community
- Ability to support and adapt to a developing program with multiple community partners and collaborating agencies.
- Commitment to Equity, Belonging, Accountability, Stewardship, Gratitude, Storytelling, and Learning

#### **REQUIREMENTS:**

- 3-5 years of demonstrated experience in project management and working with communities of Louisville/Jefferson County. Project management in arts, education, or arts in education settings a plus.
- Microsoft 365 experience
- CSM experience with Blackbaud or equivalent systems

**BENEFITS & COMPENSATION:** Full-time equivalent, \$40-\$45K, Health, Dental, vision, short-term disability and life insurance. 401(K) upon meeting eligibility requirements. Paid time off, employer paid parking, in-office gym.

**TRAVEL & TIME REQUIREMENTS:** This position maintains regular weekly office hours in a hybrid in-office and remote environment from 8:30am-5pm, M-F. The Community Investment Manager-HeArts will work heavily with external partners at arts organizations and community centers, please expect some evening and weekend engagements. Local travel required.

Fund for the Arts is an equal opportunity employer committed to belonging in the workplace and does not discriminate against any employee or job applicant because of race, color, religion, national origin, gender expression, sexuality, physical, or mental disability.

**To apply, please send resume and cover letter to [careers@fundforthearts.org](mailto:careers@fundforthearts.org)**

Applications will be accepted through August 1.