



## Fund for the Arts

### Job Description: Community Investment & Support Coordinator

POSITION REPORTS TO: Community Investment & Support Manager

#### WHO WE ARE

At the 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.

#### OUR VALUES

Equity, Belonging, Accountability, Stewardship, Gratitude, Storytelling and Learning

#### POSITION SUMMARY

The Community Investment Coordinator works with the Community Investment & Support team to ensure execution of the Cultural Pass program, now entering its 10<sup>th</sup> year, in addition to support of other programs and community engagements.

Primary responsibilities of this position include project management of the Cultural Pass Program. Cultural Pass, administered by Fund for the Arts, and in partnership with Louisville Metro Government, Arts & Culture Alliance, Louisville Free Public Library, and other regional libraries, provides access to free admission to arts and cultural venues to young people ages 0-21 through the summer months, to help alleviate summer learning loss.

The position will also be an integral part of community engagement efforts and will support grant-making programs in Fund for the Arts' initiatives including Arts in Institutions, Arts in Learning, Arts in Neighborhoods, and external support functions.

#### ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Understand and implement Fund for the Arts strategies and initiatives.
- Maintain external partner relationships according to Fund for the Arts values of equity, belonging, accountability, stewardship, gratitude, storytelling, and learning.
- Program lead for the Cultural Pass.
- With Community Investment & Support team:
  - Develop and implement community engagement strategies.
  - Facilitate communication among Cultural Pass partners and venues including but not limited to committee meetings and venue communications.
  - Explore opportunities for growth of Cultural Pass program, including the expansion to year-round access.

- With Fund for the Arts Development and Marketing departments:
  - Provide language and data for grant applications and proposals, donor recognition, reporting.
  - Develop and implement the Cultural Pass logo, passport, and other materials, including @CulturalPassINKY social media channels, and regular Cultural Pass communication throughout the year.
- With finance team, plan and administer Cultural Pass related payments.
- With library partners, collect, organize, and analyze measurement, tracking and evaluation of the impact of Cultural Pass programs.
- 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
- Strong time management, ability to maintain project timelines and meet deadlines
- 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 community members
- 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:

- 1 year 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
- CRM experience with Blackbaud Grantmaking or equivalent systems a plus.

**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 & Support Coordinator will work heavily with external partners at arts organizations. Evening and weekend engagements are a regular component of this role. Local travel required.

**BENEFITS AND COMPENSATION:** Fulltime position, \$35,000-\$40,000 (depending upon qualifications and experience). Eligibility, subject to insurance plan provisions, for health, dental, vision, short-term disability, and life insurance coverage. Subject to eligibility requirements, participation in 401(k) plan, with employer match. Vacation and holiday pay. Employer-paid parking.

*Fund for the Arts, as an equal opportunity employer, committed to equity and belonging in the workplace, does not discriminate against any employee or job applicant because of race, color, religion, sex, national origin, disability, age, sexual orientation, gender identity, marital status, veteran status, or any other legally protected class.*

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

Applications are accepted through December 9.