Position: Community Investment & Support Coordinator

Position Reports To: VP, Community Investment & Support

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 Coordinator works with the Community Investment & Support team to implement the Community Event Mini-Grant program. In addition, the Coordinator supports the Fund for the Arts’ overall investment and grantmaking programs and community engagement strategies.

The Fund for the Arts’ Community Event Mini-Grants support creative events that engage communities within neighborhoods throughout Greater Louisville. This grant program is part of the Arts in Neighborhoods initiative. The Community Event Mini-Grants are reviewed and distributed four times throughout the Fund for the Arts’ fiscal year.

The Coordinator will oversee all components of the Community Event Mini-Grant program including the application in the online grant portal, information sessions and office hours for applicants, community-led grant review panels, and administration of grant awards. The Coordinator will represent the Fund for the Arts in attending grant-funded community events as well as opportunities to promote the grant opportunity throughout the community.

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.
- Serve as the program lead for the Community Event Mini-Grant, as described in the Position Summary above.
- Communicate with applicants, grantees, and review panels.
- Work cross-departmentally with Fund for the Arts staff to develop content and data to generate resources, recognize donors, and report outcomes related to the Community Event Mini-Grant.
- Work with the Finance team to administer grant payments.
- Attend grant-funded community events to represent Fund for the Arts.
- Cultivate relationships throughout the community to support the Community Event Mini-Grant program.

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
• 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. Experience with grants management 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. Evening and weekend engagements are a regular component of this role and are offset from those standard office hours. Local travel required.

BENEFITS AND COMPENSATION: Fulltime position, $35,000-$40,000 (depending upon qualifications and experience). Eligible, 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.

Applications are accepted through July 31.