



**Job Title:** Grants & Impact Program Manager

**Salary Range:** \$75,000-\$80,000

**Comprehensive Benefits including:** medical, dental, vision, 403(b), parental leave, one optional work from home day per week, PTO, wellness days and 10 paid holidays

### **Position Summary/Objective**

Under the supervision of the Chief Impact Officer, the Grants & Impact Program Manager will be instrumental in leading data collection and analytics for grant storytelling as well as managing multiple grant programs.

### **Who We Are**

The Greater Columbus Arts Council (GCAC) is a dynamic, mission driven organization that champions and elevates the arts and cultural expression of Greater Columbus. We are dedicated to strengthening diversity, equity & inclusion efforts within all our programs and within the arts community. Our vision is "Power of art realized. People engaged. City energized."

### **Expectations**

In addition to the responsibilities listed, GCAC employees are expected to support the smooth and efficient operation of the organization. Employees may be required to attend meetings, conferences, or trainings to maintain proficiency. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

### **Responsibilities**

Manage the Project Support, Funds for Artists, and Legal Grant programs

- Create the program guidelines, review processes and reports for above programs
- Facilitate grants workshops (in person, virtual and/or recorded) and manage online sign-up forms for above programs
- Provide customer service, coaching and tech support to applicants via frequent calls, emails and meetings
- Process final reports
- Write press releases with support from Marketing & Communications

Lead execution of grants data collection, analysis and reporting, including:

- Work in tandem with the Director of Data & Analytics to create and execute a blueprint for data
- Identify best practices for using data as a tool for storytelling as well as accountability
- Compile data for internal reporting and budgeting, including the annual report, database work and survey creation
- Assist the grants team with process improvement that increases efficiency but does not abandon our commitment to personalized customer service
- Maintain department SOPs

Manage the Dresden Artist Exchange, including

- Create the program guidelines, review process and reports for above program

- Manage the panel application review process including development of scoring materials and facilitating selection discussion
- Provide customer service, coaching and tech support to applicants via frequent calls, emails and meetings
- Lead all communications with the public, artist community, panelists, traveling artists and our partners in the State of Saxony, ensuring timely and consistent information
- Coordinate all aspects of artists' travel, including flight confirmation, securing an apartment and artist studio for visiting artists, hosting visiting artists and maintain regular with Columbus artists while they are in Germany

#### Other

- Manage the Grants email inbox, distributing questions and action items to appropriate staff member
- In coordination with the grants team, steer and maintain the workshop calendar, including surveying constituents for topics, contracting with and paying facilitators, creating sign-up forms, requesting graphics for social and website from communications and updating all online elements
- Coordinate workshop facilitator contracts and payments for the Grants & Community Impact department
- Maintain Grants & Community Impact website content
- Serve as back-up for grants payment processing
- Assist with evening & weekend events such as Community Review days, GCAC Arts Happy Hour events, workshops, roundtables for the department and GCAC signature events Columbus Arts Festival and Big Arts Night.
- Partner with other departments to improve organization's internal communications and effectiveness

#### **Required knowledge, skills and abilities**

The ideal candidate will have 3–4 years of proven experience using data as a storytelling tool, preferably within a nonprofit office environment. Candidate must demonstrate the ability to translate complex information into compelling narratives that highlight organizational impact. To be competitive for this position, candidates should possess the following qualifications:

- Bachelor's degree or equivalent combination of education and relevant work experience
- Minimum of 3 years of related professional experience preferred
- Proficiency in interpreting data and developing visual elements to effectively communicate the impact of the arts on the community and economy
- Strong business writing experience
- Comfort and experience working with technology, with enthusiasm for learning new systems to provide user support and guidance to applicants
- Strong customer service skills via telephone and email
- Demonstrated patience, active listening skills, and excellent verbal and written communication abilities
- Detail-oriented with the ability to complete routine and time-sensitive administrative tasks with minimal supervision
- Ability to work independently and collaboratively within a team environment
- Strong organizational skills with the ability to meet deadlines and manage time effectively
- Availability to work occasional evenings (1–2 times per month) and limited weekend hours as needed. All staff are required to work the weekend of the Columbus Arts Festival in June.

- Demonstrated commitment to diversity, equity, and inclusion (DEI) principles with a basic knowledge of systemic inequities and barriers to opportunity

**Please note** this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities which are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Work Environment**

This position may operate in both a remote work environment and a professional office setting, requiring the ability to work effectively and independently in either setting. This role routinely uses standard office equipment, including computers, telephones, photocopiers, printers, and related technology.

### **Commitment to Diversity & Inclusion**

The Greater Columbus Arts Council (GCAC) is committed to fostering an inclusive workplace where individuals are recognized and valued for their personal merit, qualifications, experience, ability, and job performance. We provide fair and equitable consideration and treatment to all employees and candidates, regardless of race, color, religion (creed), sex, gender identity or expression, pregnancy, age, national origin (ancestry), mental or physical disability, genetic information, marital status, sexual orientation, political affiliation, military or veteran status, or any other characteristic protected by applicable federal, state, or local law. GCAC ensures that reasonable accommodations are made available for applicants and employees to participate in the job application or interview process, perform essential job functions, and access benefits and privileges of employment.

### **How to apply:**

Please submit a cover letter and resume to [jobs@gcac.org](mailto:jobs@gcac.org) no later Wednesday, March 18. Employee offers for all positions are contingent upon successful completion of a background check and confidential drug screening.

*We kindly ask that applicants refrain from telephone inquiries.* Thank you to all candidates for your interest; while we appreciate every application, only those selected for an interview may expect to be contacted.

### **Mission and Vision of the Greater Columbus Arts Council**

The mission of the Greater Columbus Arts Council is to support and advance the arts and cultural fabric of Columbus. Our vision is a thriving Columbus where the arts matter to all of us.

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