



GRANTMAKING MANAGER

(Full-time, W-2 status, permanent, exempt, 40 Hours per week +/-, \$60,000-\$65,000 PER YEAR)

The Artist Communities Alliance (ACA) is an international nonprofit association, providing services to more than 300 organizational and individual members working in the field of artist residencies. Based in Providence, RI and operating fully remotely, the ACA conducts research about artist residencies, hosts field-wide discussions and professional development convenings, manages several grantmaking programs, offers consulting services, develops informational tools, and advocates on behalf of artist residencies and artists. Since 2004, ACA has provided more than \$4 million in direct grant funding to artists and artist residencies. Founded in 1991, the ACA maintains a staff of 10-12 employees and a national Board of Trustees. ACA is a fully remote work-from-home organization maintaining Eastern Time zone business hours

The primary function of this role is to oversee the implementation of ACA grant programs. The Grantmaking Manager supervises the following consortia and grant programs: McKnight Artist Residencies Consortium, MacColl Johnson Fellowship Fund, Pew Fellowships in the Arts and 3Arts Residency Fellowships. The role will also support the development and implementation of the Mount Tremper Legacy Fund, and other pilot projects.

This salaried position will liaise directly with ACA staff members, reporting to the Managing Director of External Affairs.

The Alliance is dedicated to building a culturally diverse and pluralistic staff and board. People of color and individuals with disabilities are strongly encouraged to apply.

HOW TO APPLY: Please apply by December 6th, 2023 via [this link](https://airtable.com/app03yh8ftc8oinjY/shreCamEzVjLC6CGr) (<https://airtable.com/app03yh8ftc8oinjY/shreCamEzVjLC6CGr>)



DUTIES AND RESPONSIBILITIES:

- Reporting to Managing Director of External Affairs, facilitate logistics and foster relationships to support ACA grantmaking programs and contracts as needed, including the residency fellowship consortia awarding residencies to select artists at participating ACA member programs, and cohort learning opportunities for Consortium members.
- Coordinate and manage all aspects of the administration related to ACA's grantmaking programs. Including external meetings with program partners, funders, and artists. Arrange meeting details and communications; follow-up as necessary.
- Lead program administration by coordinating with the Managing Director of External Affairs to create, monitor, and update program timelines, develop and maintain program documentation and manage the archive of past program cycles.
- Uphold ACA values and ensure host residencies operate from a place of care and mutual respect, and uphold ACA's Community Values and Codes of Conduct.
- Identify, onboard, and support residency partners using sound judgment based on eligibility, capacity, and values-alignment.
- Coordinate the distribution of applications to artists and agreement letters.
- Correspond with artists through application process, placement process, and post-residency reporting.
- Prepare correspondence, communications, meeting minutes, presentations, dashboards and agendas. Take and edit accurate meeting minutes; note what needs follow-up and facilitate; compile agenda items.
- Monitor program expenditures + coordinate with Operations department to ensure timely funds dispersal and accurate reporting of regranting and program expenditures.
- Organize and follow up on programs status updates internally and externally, and flag items of importance or concern.
- Collect program feedback and evaluate program status, discuss changes as needed.
- Facilitate panel review processes to evaluate artist applications working with panelists to ensure effective processes are implemented.



- Be the primary point of contact for artists and residency partners. Acting as the primary intermediary to address challenges and facilitate resolutions.
- Facilitate relationships between artists and residency partners. Matching artists to residency experiences based on goals, capacity, and values alignment.
- Supports the development of trusted relationships with a variety of external stakeholders.
- Collaborate with the ACA Programs team to produce consistent and accessible virtual events for grant recipients.
- Collaborate with the ACA Communications team to develop strategy to promote ACA's grantmaking programs, values, and goals.
- Collaborate with the ACA Membership team to identify potential residency partners and ensure partners continuously uphold ACA values and agreements.
- Assist in the implementation of research projects and reports as needed at the direction and discretion of the Managing Director.
- Ensures security, integrity, and confidentiality of data. Contributes to Salesforce database entry to support programs and communications.

PREFERRED QUALIFICATIONS:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with external stakeholders, including staff, and artists
- Strong written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Group facilitation skills and grant panel facilitation experience preferred
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Demonstrated ability to achieve high performance goals and meet deadlines



EDUCATION AND EXPERIENCE REQUIREMENTS:

- H.S. Diploma or G.E.D.
- Strong work tenure: 4–6 years of experience of non–profit administration.
- Experience working with an arts service organization preferred, but not required.
- Experience and/or interest in grantmaking, philanthropy, artist residencies, project management, partnership development, and systems building preferred.
- Proficient in Submittable, Zoom, Box, Airtable, Google Suite

DESIRED START DATE: January 2, 2024

REPORTS TO: Managing Director of External Affairs

LOCATION & OFFICE: Fully remote office. The majority of administrative work and meetings are conducted virtually and majority of staff work from a home office except when required to be on–site for programs and meetings.

BENEFITS: Paid holidays, accrued vacation + sick time, 401k after one year with 3% employer contribution, intermittent travel for staff and board retreats, convenings or programs, employer contribution towards insurance, quarterly work from home stipend, at minimum participation in 3 community rest weeks.

EQUAL OPPORTUNITY EMPLOYER: The Artist Communities Alliance is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, or genetic information.