Job Description: Manager of Programs and Organizational Advancement

About Californians for the Arts

Californians for the Arts (CFTA) is the only comprehensive, multidisciplinary organization focused on advancing and building public awareness of the value and impact of arts, culture and creativity across California. With over 15,000 active subscribers and hundreds of members representing thousands of artists and arts and cultural organizations, we take on opportunities and challenges that no single organization or artist can represent alone. Moved by our deep conviction of the civic and personal value of the arts, our mission at Californians for the Arts is to ensure that the arts are accessible to all Californians; are an ongoing part of the public dialogue and to encourage Californians to care about the arts as a critical component of their own lives and the lives of their communities. We fight for arts resources and policies that benefit our members and all residents of California. Our work and support of civic engagement, arts education, racial and cultural equity and the creative economy, positively impacts every community across the state.

CFTA and our partner organization California Arts Advocates (CAA) are currently in the process of adopting a new strategic plan with an objective to update its vision, mission and values statement to reflect its commitment to becoming an anti-racist organization. Building on past efforts, CFTA/CAA wants to be intentional in efforts to foster greater diversity, inclusion, and equity in all aspects of the strategic plan and to integrate anti-racism principles and practices.

DESCRIPTION

Californians for the Arts (CFTA) seeks a full-time Manager of Programs and Organizational Advancement with strong strategic, organizational and entrepreneurial skills comfortable multitasking and navigating different timelines while working independently within a three person remote team. CFTA seeks applicants from all backgrounds to build a diverse work culture that represents the diversity of the populations we serve in California.

The Manager of Programs and Organizational Advancement implements organizational fundraising efforts and oversees all public programs for CFTA. This position executes overall strategy around organizational development with growth in earned and contributed revenue as essential components and understands the correlation that
value based programming drives successful development. A successful Manager of Programs and Organizational Advancement will not only work to achieve budget and fundraising goals, but will begin to develop strategic ideas from growth that will help achieve an overarching vision for the long term viability and strength of CFTA. The preferred candidate brings a demonstrated commitment to social and racial justice issues and an understanding of challenges facing immigrant communities, communities of color, and communities that have traditionally not had access to funding or services to advance arts and culture.

**Overall Goals for Position**

- Develop and implement virtual and in person programs that focus on how to educate, engage and provide benefit to the arts industries including but not limited to the field of arts advocates, arts administrators, artists, arts and cultural workers, nonprofit organizations and creative businesses.
- Develop and implement an annual development plan that increases individual and organization membership retention and growth, major donor solicitation and cultivation, foundation support, business and corporate support and grants to expand our programs and services.

**Reports to:** Executive Director

Works closely with and shares supervision of the Communications and Field Engagement Manager and supervises a paid intern five hours per week

**RESPONSIBILITIES**

**Program Development and Implementation—50%**

- Work closely with the Executive Director to develop annual programming to increase engagement and relevancy to arts sector including but not limited to Arts, Culture & Creativity Month, Regional Convenings, Data/Research and Online learning.
- Plan, implement, and facilitate programs for workers and organizations/businesses in the arts, cultural, and creative industries, aligning with CFTA’s mission areas and values.
- Ensure programs and resources reach the breadth of our statewide audience, through technology capabilities, geographic rotation of in-person events, and innovative program structure.
- Leverage our network of organizations and artists and their collective strengths through partnerships to support, promote, and participate in programs.
- Work closely with the Executive Director to develop and maintain key programmatic partnerships at a local, state, and federal level.
- Track, and report on programmatic data including key performance indicators,
qualitative evaluations and feedback, and other measures.

- Work closely with the Executive Director to create yearly budgets that reflect the programmatic goals of the organization.

Internal Communications

- Schedule Fund Development and Programs Committee meetings
- Prepares monthly report for Programs and Fund Development Committee meetings
- Draft board and committee meeting minutes and secure approval for official records
- Maintain consistent contact with board members through phone and email

**Fund Development and Implementation – 50%**

- Establish development goals in consultation with Executive Director and fund development committee chairs and create and implement an annual development plan to increase revenue from individuals, organizations, businesses, grants and foundations.
- Researches, prepares and submit grant proposals/reports to local, state, federal and corporate funding sources.
- Work closely with the Executive Director and Fund Development Committee to determine and implement solicitation strategies for Major Donors.
- Develop and implement a program for stewardship and ongoing engagement of current donors and members with Field Engagement Manager.
- Manage and maintain a grant management system and calendar to ensure efficiency in grant production, submission, reporting, and record-keeping.
- Work with staff to ensure the ongoing collection of program data, statistics, and narrative needed for grant reports.
- Maintain an accurate income tracking system to generate segmented financial reports as requested by staff or funders.
- Coordinate fundraising initiatives like End of Year Appeal, and other campaigns.
- Support Field Engagement Manager that all monthly donations are processed in a timely and accurate manner.
- Support membership strategy with Field Engagement Manager to increase the membership base by tracking and overseeing the renewal of memberships and the growth in member support.
- Work closely with the Executive Director and staff to develop and implement targeted plans to increase membership for specific organizational/individuals.
- Work closely with the Programs and Field Engagement Manager to develop and act as the primary point of contact for major donors and prospective funders.
QUALIFICATIONS

- Accomplished manager with minimum four plus years experience in fund raising and leadership development.
- Solid demonstrated track record of generating substantial charitable support and earned revenue.
- Outstanding recruitment, development and motivation of board leadership and staff.
- Ability to conceptualize and execute effective fund raising programs and programming.
- Excellent communicator in both written and oral formats. Creative, organized and results-oriented.
- Knowledge of online communication tools including social media, video or podcast platforms, websites and databases.
- Experience fundraising or programming within California arts industries
- Strong organizational skills and attention to detail.

REQUIRED SKILLS

- Proficiency in Microsoft Office Suite (Word, Excel, Powerpoint) and Google Suite
- Knowledge of and experience with donor management/tracking software (e.g., DonorPerfect, Bloomerang, Salesforce, etc.)
- Ability to manage and prioritize concurrent projects
- Ability to move quickly and problem solve in a dynamic environment
- Ability to stand for 4+ hours (during events) and lift/ carry 25 pounds (event set up/ strike)
- Friendly, professional demeanor
- Passion and enthusiasm for advancing arts, culture and creativity
- Experience with non profit board management
- Awareness of California arts industries and state government structures
- Bilingual applicants encouraged to apply
- Ability to travel with a car within California

COMPENSATION

This is a full-time, exempt, position with a salary of $65,000. CFTA provides benefits to ensure an optimal work/life balance for our staff.

This is a remote work position, although we are seeking a Manager of Programs and Organizational Advancement located in California and travel throughout California will be required at times.
TO APPLY

Please prepare your resume and a cover letter tailored to this position. You will submit your documents to Julie@californiansforthearts.org with the subject line “Manager of Programs and Organizational Advancement.”

Please submit your application by July 12, 2021 to ensure consideration.

For technical assistance or questions, please email julie@californiansforthearts.org.