



**Position Title:**                    **Manager, General Operating Support**  
**Supervised by:**                 Deputy Director  
**Direct Reports:**                 none

### **Who We Are**

Cuyahoga Arts & Culture (CAC), a political subdivision of the State of Ohio, makes grants using public funds to inspire and strengthen the community by investing in arts and culture. Since 2007, CAC has invested over \$125 million in tax dollars in over 300 arts and culture organizations and projects countywide, helping to secure CAC's place as one of the nation's largest sources of local public support for the arts.

### **The Opportunity**

Cuyahoga Arts & Culture seeks an energetic and responsive manager to oversee the day-to-day operations and contribute to the overall strategy of one of CAC's two primary grant programs: general operating support. In this role, the manager has in-depth knowledge of and builds strong working relationships with the nearly 60 grant recipients (cultural partners). The manager also offers technical assistance and considers how his/her program work connects to CAC's organizational goals. This manager may also oversee additional special projects, as they emerge.

### **Essential Function & Responsibilities**

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#### **Program Support and Relationship Building**

- Manage the general operating support (GOS) grant program, serving as the main contact for grant recipients and in-house expert on each organization in the GOS cohort, keeping up-to-date on cultural partners' activities.
- Lead creation of all GOS program materials (guidelines, guides, reports, webinars, etc.), managing the process so projects are completed on time.
- Provide thoughtful feedback and guidance to cultural partners, through site visits, in response to reports and through ongoing communication.
- Design and conduct workshops, trainings and resources. Write blogs and provide general technical assistance to applicants during all phases of grantmaking process.
- Lead panel preparation (panelist recruitment, training and general day-of-management for panel).
- Participate in ongoing evaluation and revision of grantmaking policies, processes and procedures.
- Present recommendations to CAC board at public meetings.

#### **Awareness Building**

- Assist in communicating CAC's grantmaking goals and objectives to the community, including presenting to cultural partner boards and at community events, as well as working with grant recipients to help them tell the story of how public funding benefits their constituents.
- In partnership with other CAC team members, identify, advocate, and support marketing of cultural partners' events to further the mission of CAC and promote the work of our cohort.

Other related duties as assigned.

## Required Qualifications & Competencies

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### Qualifications

- Bachelor's degree.
- 5+ years of direct, relevant experience, with demonstrated, thorough understanding of nonprofit organizations, including their operational needs and complexities.
- Demonstrated project management skills, including the ability to organize processes and identify the steps required to manage complex work across diverse points of contact.
- Excellent communication skills, including the ability to work across professional levels in organizations of varying size and sophistication.
- A keen interest in and understanding of arts and cultural assets, and the benefit of these assets to the community.
- Demonstrated proficiency with Microsoft Office and database management systems.

### Competencies

- **Systems & Financial Orientation:** Understands effective work processes, systems and nonprofit financials; can identify organizational resource needs, complexity, and opportunities for improvement. Can identify operational constraints and roadblocks.
- **Managing Ambiguity and Complexity:** Able to establish the direction and systems to manage complex and ambiguous work, while ensuring a consistent approach.
- **Relationship Building:** Works effectively across all levels of organizational sophistication; able to lead difficult conversations in a professional and constructive manner.
- **Project Management Agility:** Organizes information and activity to reach goals and objectives. Able to course-correct as needed in planning and managing work and projects. Balances priorities effectively.

### Additional Information

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CAC offers an excellent benefits package including medical and dental coverage, 25 days Paid Time Off and 11 paid holidays. CAC offices are open 8:30-4:30 Monday-Friday and are located at Playhouse Square in downtown Cleveland. This position is a 40 hour/week, full time position with occasional night and weekend responsibilities.

Candidates are encouraged to explore [www.cacgrants.org](http://www.cacgrants.org) for more information.

### Consideration

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Candidates who meet the requirements of the position should submit a resume, cover letter, and salary requirements via email to [careers@acuitycle.com](mailto:careers@acuitycle.com) by **July 31, 2015**. Incomplete submissions will not be considered. No telephone inquiries, please.

Cuyahoga Arts & Culture is an Equal Opportunity Employer.