



Position Title: associate – communications & grant programs
Supervised by: identity & systems manager
Direct Reports: none

Who We Are

Cuyahoga Arts & Culture (CAC) is one of the largest public funders of arts and culture in the nation, connecting people to millions of cultural experiences in Cuyahoga County each year. A political subdivision of the State of Ohio, CAC makes grants to inspire and strengthen the community by investing in arts and culture. Since 2007, CAC has invested over \$158 million in tax dollars in over 300 arts and culture organizations and projects countywide.

The Opportunity

Cuyahoga Arts & Culture seeks an energetic and detail-oriented associate to work across functions to efficiently and proactively provide support for CAC's grantmaking and communications work. The associate will streamline workflow, improve systems and lead key projects to better serve CAC's team and cultural partners (grantees).

Essential Functions & Responsibilities

Serve Grant Programs and Cultural Partners

- Manage the entire application and reporting workflow, including building grant applications, processing forms and following up with applicants.
- Serve as liaison by providing superior customer service and technical assistance to cultural partners, applicants and other constituents.
- Work with managers to maintain grant files and CAC's organizational contact lists.
- Schedule and manage logistics for workshops and panels.

Build Awareness and Connections with Residents

- Manage and grow CAC's online events calendar and jobs board by maintaining submitted information, providing technical assistant to users, developing new content, and tracking cultural partner activity on the pages.
- Curate upcoming events for the bi-monthly events e-newsletter.
- Assist managers in developing communications tools for cultural partners and coordinate pickup times.

Assist with Key Internal Operations

- Serve as staff liaison for establishing CAC's Board meeting calendar, including venue selection, logistics and minute taking.
- Assess existing systems and tools and provide process improvements.

Other related duties as assigned.

Required Qualifications & Competencies

Qualifications

- Bachelor's degree preferred.
- 2+ years of direct, relevant experience in either the public or private (non-profit/for-profit) sectors, with demonstrated, thorough understanding of administrative and logistical projects.
- A keen interest in and understanding of Cuyahoga County's arts and cultural assets.
- Demonstrated experience with Microsoft Office, web-based email management systems, graphic design software, and contact management systems.

Competencies

- **Critical Thinking:** Is a critical thinker who is curious about learning and open to taking on new responsibilities.
- **Organizational Skills and Logistics:** Organizes information and manages projects with great attention to detail.
- **Customer Service:** Provides professional, timely, and effective assistance to external constituents.
- **Teamwork:** Is flexible, willing to be part of a team, yet takes initiative and is comfortable working independently.
- **New Technologies:** Is intrigued by and has demonstrated strong ability to learn new technologies.

Additional Information

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

Candidates are encouraged to explore www.cacgrants.org for more information.

How to Apply

Candidates who meet the requirements of the position should submit a resume, cover letter, and salary requirements via email to careers@acuitycle.com by 11:59 pm March 1, 2017. Please indicate in the subject line the name of this job search: associate – communications & grant programs and include in the cover letter 1) where you heard about this posting and 2) a paragraph on what the impact of arts and culture is in our community. Incomplete submissions will not be considered. No telephone inquiries, please.

Cuyahoga Arts & Culture is an Equal Opportunity Employer.