



**Position Title:** Associate - Communications & Grant Programs  
**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 dedicated 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 a creative, energetic and detail-oriented Associate to work across functions to efficiently and proactively provide support to all members of the CAC team and serve CAC's cultural partners. The Associate reports to the deputy director and will work closely with the grant managers and communications manager to improve systems, streamline workflow and implement key projects in these areas.

### **Essential Functions & Responsibilities**

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#### **Grantmaking and Knowledge Building**

- Manages the in-take, processing and data management of all grant applications, agreements and reports.
- Works with managers to ensure that all grant files are maintained.
- Schedules and manages all logistics for meetings and workshops.
- Assists in the maintenance of CAC's online grants system.
- Provides customer service for grant application and events management systems.
- Serves as organizational ambassador to grantees, applicants and other constituents as first point of CAC contact.

#### **Raising Awareness**

- Provides support to maintain and develop content for CAC's website and events calendar.
- Supports implementation of CAC's social media efforts.
- Coordinates and provides communications tools to cultural partners.
- Maintains CAC's contact lists to ensure accuracy.

## Required Skills & Attributes

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The ideal candidate:

- Is organized and detail-oriented.
- Establishes priorities, performs well under pressure and meets deadlines.
- Has a strong customer service focus.
- Is a critical thinker who is curious about learning and open to taking on new responsibilities.
- Communicates effectively and is able to represent CAC in a professional manner.
- Is flexible, willing to be part of a team, yet comfortable working independently.
- Takes initiative and is able to work closely with a small office staff.
- Is intrigued by and has strong ability to learn new technologies.
- Has a “roll up your sleeves” attitude to get things done.

## Qualifications

To be considered for this opportunity, we require:

- A bachelor’s degree or equivalent work experience.
- One to two years of related work experience achieved by professional experience in either the public or private (non-profit/for-profit) sectors.
- A keen interest in and understanding of Cuyahoga County’s arts and cultural assets.
- Demonstrated experience with Microsoft Office, web-based email management systems, social media and database management systems.

## 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.
- Residency in Cuyahoga County required.

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

## Consideration

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To be considered for this position, submit a resume, cover letter and salary requirements via email to [careers@acuitycle.com](mailto:careers@acuitycle.com) by **January 30, 2015**. Incomplete submissions will not be considered. No telephone inquiries, please.

Cuyahoga Arts & Culture is an Equal Opportunity Employer.