ARTSFUND

JOB ANNOUNCEMENT:

Director of Communications and Strategic Initiatives

ARTSFUND MISSION: ArtsFund strengthens the community by supporting the arts through leadership, advocacy and grant making.

REPORTS TO: President & CEO

OVERVIEW: ArtsFund seeks candidates with director/manager-level experience in strategic development and expertise in advocacy, communications and marketing. The person in this role will be responsible for development and implementation of strategic outreach, policy and media initiatives and programs.

The ideal candidate will have significant director/manager-level experience in strategic planning and implementation, advocacy/public policy, media relations, technology, marketing, nonprofits, and the arts.

ESSENTIAL FUNCTIONS:

Strategic Initiatives and Programs

- Oversee and ensure successful implementation and continuation of existing programs and initiatives (including policy and outreach) that further ArtsFund's strategic priorities, such as the Cultural Access Fund, Project Audience, Building for the Arts and the Cultural Resource Collective database.
- Develop and implement new programs and initiatives that further ArtsFund's strategic priorities.
- Ensure best use of technology and social media in furtherance of ArtsFund's strategic, marketing and development efforts.
- Work with development team and Board of Trustees to identify resources to fund programs.

Communications/Marketing

- Cultivate and steward relationships with media and identify and optimize opportunities for publicity.

- In conjunction with the Board Marketing Committee, develop and lead marketing and communications efforts (branding, press releases, marketing pieces).
- Serve as primary contact with external marketing and communications organizations (PR firms, website design firms, etc.) and oversee development and production of marketing and public relations materials.
- Represent ArtsFund at appropriate speaking engagements, industry events, etc.

EDUCATION: Bachelor's degree and 10+ years relevant experience

REQUIRED CORE COMPETENCIES:

- Superior written and oral communication skills and ability to successfully present to groups of 10 – 1,000
- Impeccable judgment and discretion
- Highly strategic
- Positive attitude and strong interpersonal skills
- Ability to operate effectively as a positive team member with entire staff and volunteers
- Accountability, initiative, creativity, enthusiasm
- Working knowledge of public policy arena including local, state and federal issues related and relevant to the arts
- Passion for and knowledge of the arts and the local arts community

COMPENSATION: Competitive salary DOE with excellent benefits, including vacation, holidays and medical/dental/vision insurance.

TO APPLY: Qualified candidates should submit a resume, cover letter (no more than two pages single-spaced), and three professional references. Please note all material submitted will be kept confidential. Semi-finalists will be asked to submit a writing exercise.

Please submit a digital version of your materials to maia@artsfund.org. No phone calls, please. **Applications will be accepted until end of day Thursday, February 21, 2013.**

This job announcement and more information can be found at www.artsfund.org. ArtsFund is an Equal Opportunity Employer.