



## **Programs & Advocacy Coordinator**

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

**Reports to:** Vice President of Strategic Initiatives & Communications

**Overview:** The Programs & Advocacy Coordinator provides support to the Vice President of Strategic Initiatives & Communications (VPSIC) for ArtsFund's programs, community affairs, and policy projects. This position coordinates external programs and advocacy efforts, working with a wide variety of partners and constituent groups, 120+ cultural groups, and ArtsFund's staff and board. This involves work from initiative inception through evaluation. This is a full-time, hourly, non-exempt position, which may require some evenings and weekend hours.

### **Essential Duties and Responsibilities include:**

- Coordinate ArtsFund programs and projects, working effectively with internal and external constituents including volunteers, vendors, consultants, ArtsFund partners, staff and board members of more than 120 cultural organizations; this involves participant recruitment, notification of program details and deadlines, and collection of data.
- Support VPSIC in producing ArtsFund's capacity-building and leadership programs (convenings). This involves participation in conception, content generation, securing venues, ordering catering, coordinating with presenter/s, creating marketing and event materials, scheduling and organizing meeting details, communications with attendees, writing post-event wrap-ups, post-event surveying, and collection and aggregation of data and metrics to evaluate and inform program evolution and growth.
- Provide program support for ArtsFund's advocacy and research initiatives, including the Economic and Social Impact Studies. This involves administrative and research elements, coordinating with external consultants, scheduling and tracking planning meetings, collecting resources and data, creating presentation materials, and contributing content. Also involves coordination of rollout and public presentations.
- Provide administrative and research support for Board Policy & Advocacy Committee. This includes coordinating meetings, taking notes, sharing recaps, following up on action items, and undertaking projects requested by the Committee as needed.
- Coordinate ArtsFund's involvement with external advocacy and policy programs such as Building for the Arts and Access for All. This involves working with Director and Executive level leadership among dozens of cultural institutions in King County and also across Washington State. Responsibilities include assisting with the building of arts advocacy coalitions, developing and executing grassroots advocacy strategies, and delivering public presentations on programs such as those listed above.

- Coordinate the Cultural Resource Collective community database program involving +30 cultural organizations in King and Pierce County. Responsible for all administrative duties of the program, including: finance, communications, new member recruitment, member education/training, and coordination of the CRC Steering Committee meetings and activities.
- Coordinate and contribute to ArtsFund's advocacy communications, including drafting social media posts, newsletter articles, e-blasts, and letters.
- Support VPSIC in producing community events.
- Manage ArtsFund's research and metrics database; coordinate updates.
- Assist with research and outreach projects as needed.
- Assist with ArtsFund Luncheon, events, and functions as needed.
- Shared reception duties, including fielding phone calls and walk-in traffic

**Qualifications and Experience:** Must have strong commitment to the values and mission of ArtsFund; possess excellent interpersonal and communications skills (oral and written), the ability to work closely with a variety of constituents (including cultural partners, board members, donors, staff, vendors, general public); excellent organizational skills and ability to prioritize and manage multiple deadlines effectively; project coordination experience preferred; strong attention to detail; ability to work independently; commitment to collaborative work environment; ability to maintain confidentiality. Strong proficiency with Word, Excel and Powerpoint required; Proficiency with Wordpress, InDesign, Photoshop a plus. Requires two years related experience in professional office environment. Associate's or bachelor's degree preferred.

**Work Environment and Conditions:** ArtsFund is a non-smoking office. The noise level is low to moderate and there is very limited exposure to physical risk.

**Hours:** 8:00 a.m. to 5:00 p.m., Monday through Friday, with occasional evenings and weekends.

**Compensation:** Package includes vacation and holidays and medical, dental and vision insurance, 403(b) contribution. Competitive salary DOE.

**To apply:** ArtsFund is an equal opportunity employer and committed to workforce diversity. The position will remain open until filled. To apply, please send a cover letter and resume to Sarah Sidman at [sarahsidman@artsfund.org](mailto:sarahsidman@artsfund.org), subject line Program and Advocacy Coordinator: Your Name. No phone calls, please; only applicants selected for interview will be contacted.