Programs & Advocacy Coordinator – Temporary Leave Cover, Winter 2021

Reports to: Vice President of Strategic Initiatives & Communications

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

Summary: ArtsFund is currently seeking a temporary leave cover for a period of four months starting January 11, 2021 for the position of Programs and Advocacy Coordinator. This full-time (32-hour a week) position is based in Seattle, WA.

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 temporary, full-time (32-hour a week), hourly, non-exempt position, which may require some evening hours. Dates are expected January 11, 2021-April 30, 2021. Hiring process to be complete in December, 2020.

Key Priorities and Responsibilities include:

- Manage ArtsFund’s Cultural Partners Network. This involves generating and sending monthly and ad-hoc digital communications promoting opportunities and resources; producing marketing and other materials; planning and executing meetings; tracking metrics. In concert with VPSIC, set and execute strategies for CPN growth and evolution.

- Coordinate ArtsFund’s involvement with external advocacy and policy programs such as Building for the Arts. 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, working closely with a lobbyist, coordinating communications and materials for the coalition, delivering public presentations, and participating in advocacy activities like Arts, Heritage & Science Day in Olympia.

- Provide program support for ArtsFund’s advocacy and research initiatives, including quarterly data collection and an upcoming comprehensive research report tracing the effects of the pandemic on the cultural sector. This involves administrative and research elements, coordinating with external consultants, scheduling and tracking planning
meetings, collecting resources and data from hundreds of regional cultural organizations, creating materials, and contributing content.

- Support VPSIC in producing ArtsFund’s capacity-building and leadership programs (convenings). This involves participation in conception, content generation, 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.
- Assist with research and outreach projects as needed including data collection and interpretation.
- 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 and contribute to ArtsFund’s advocacy communications, including drafting social media posts, newsletter articles, e-blasts, and letters.

**Qualifications and Experience:** Must have strong commitment to the values and mission of ArtsFund; familiarity with the cultural community and nonprofits in the Central Puget Sound preferred; possess excellent interpersonal and communications skills (oral and written); excellent organizational skills and ability to prioritize and manage multiple deadlines effectively; project coordination experience preferred; strong attention to detail; ability to work independently and comfort in taking initiative; commitment to collaborative work environment; ability to maintain confidentiality. Strong proficiency with Word, Excel and Powerpoint required; Proficiency with Mailchimp, InDesign or Photoshop a plus. Requires two years related experience.

**Work Environment and Conditions:** Due to the pandemic, ArtsFund staff is currently working remotely but ArtsFund’s work plans are subject to change. Applicants must have ability to commit to consistent schedule within standard office hours, Monday through Friday; ability to work remotely with reliable internet access (hardware will be provided); and ability to work in our Seattle office if/when staff returns to in-person work. ArtsFund is a non-smoking office. The noise level is low to moderate and there is very limited exposure to physical risk.

**Compensation:**
Package includes medical, dental, disability, and life insurance 100% paid by employer; 403(b) retirement plan, with up to 3% match; transportation/parking stipend; and generous PTO. Hourly rate: $28. 1099 inquiries accepted, but benefits and other details listed here may not apply to contract hires.

**To apply:** ArtsFund is an equal opportunity employer and committed to workforce diversity. Black, Indigenous, and People of Color are strongly encouraged to apply. The position will remain open until filled, but applications received prior to November 22, 2020 will be given priority. To apply, please send a cover letter and resume to jobs@artsfund.org, subject line
“Programs and Advocacy Coordinator Cover: Your Name”. No phone calls, please; only applicants selected for interview will be contacted.