



ARTSFUND

ArtsFund VP of Grantmaking Description
Submit resume and cover letter to jobs@artsfund.org

Title: Vice President of Grantmaking

Department: Grants

Reports to: President and CEO

ArtsFund supports the arts through leadership, advocacy, and grantmaking to build a healthy, equitable, and creative Washington. At ArtsFund:

- We believe that arts and culture are a tool for **social change**.
- We believe in arts and culture as an **economic driver** that creates jobs and revitalizes communities through interconnectedness with the entire Washington economy.
- We believe in **promoting equity** by centering those most impacted by systemic oppression, including Black, Indigenous, and People of Color (BIPOC), LGBTQ+, and people with disabilities.
- We believe that communities benefit when **youth and families** are engaged in the arts.
- We believe that **strong data**, both quantitative and qualitative, can drive meaningful advocacy and change narratives.
- We believe that the **arts bring people together** with different experiences and that convening is essential for healthy communities.

Summary

The Vice President of Grantmaking is a member of the senior management team, reporting to the President/CEO and providing the executive leadership and strategic vision for ArtsFund grantmaking programs. This position is responsible for developing the grantmaking strategies for the organization in concert with the Grant Allocation Committee, executive leadership team, and staff members in carrying out the overall vision. The Vice President of Grantmaking oversees the implementation and assessment of grant programs and is responsible for the strategic direction of the Grants Department, grants management, and policy-related activities. This position is also responsible for the day-to-day management and supervision of all remote and on-site Grants Department staff and for effectively supervising the department's operations.

Key Priorities / Responsibilities

- Oversee the three key grant programs at ArtsFund including:
 - General Allocation: A competitive, invitation only, annual award that ranges in total distribution of approximately 2-2.5 million and focuses on supporting the entire arts and culture infrastructure in King and Pierce counties
 - Youth Access Opportunity Fund: A competitive program that focuses on encouraging access to arts and culture for historically marginalized youth.
 - Guendolen Carkeek Plestcheeff Endowment for the Decorative and Design Arts
- Facilitates and manages volunteer and staff engagement in setting the strategic vision for grantmaking programs; develops goals to achieve that vision and evaluates progress toward goals.
- Working collaboratively with staff at multiple levels in the organization, oversee, support, and continue to develop current and future grantmaking strategies; assure alignment with the organizational goals as well as efficiency across all grantmaking activities.
- Oversee the Grant Allocations process and lead Grant Allocations Committee meetings.
- Oversee, develop, and support the execution of goals, performance indicators, and strategic plans for the Grants department's strategies, employees, and partners, including consultants and contractors.
- Develop and implement new initiatives and partnerships to maintain and grow ArtsFund's grantmaking programs.
- Develop and maintain close working relationships with the philanthropic community, individual donors, and community partners.
- Establish policies, procedures, and practices for the effective management of grantmaking strategies, community, and grantee partnerships.
- Hire and supervise consultants and contractors who support ArtsFund's work; or, when appropriate, provide advice/input on such hiring and supervision decisions.
- Work with the Communications department to assure that communications advance and support ArtsFund's grant strategies.
- Develop and monitor communication strategies to promote the organization's grant opportunities
- Work with the Finance & Operations department to assure that fiscal practices advance and support grant strategies, and work with the Development department to support fundraising efforts and strategies to promote long-term sustainability for the organization.

- Work with Programs department to ensure alignment with other external-facing programmatic offerings and strategic engagement with arts organizations/grantees.
- Develop and maintain strategic external partnerships with stakeholders, nonprofits, community leaders and residents, governmental agencies, funders, foundations, and other entities critical to furthering the organization's mission.
- Look for opportunities to partner with other funders to strengthen grantmaking strategies and further its health equity vision.
- Support and advance the professional development of Grants department staff.
- Maintain confidentiality concerning the business and affairs of the organization.
- Carry out other duties as assigned.

Knowledge/Abilities/Requirements

- Experience with community centric grantmaking design and implementation
- Demonstrated ability to design and lead meetings that engage a multi-racial, cross-class group of participants; effectively lean into and resolve disagreement and conflict and support the group in consensus-driven decision-making.
- Demonstrated ability to authentically build a relationship, trust, and credibility with community members and across race and class. Willing to be vulnerable. Genuine curiosity about others. Ability to motivate others to take action.
- Demonstrated knowledge of arts and culture, and an understanding of and appreciation for how it affects people's lives.
- Strong decision-making and problem-solving skills that will result in the efficient and effective functioning of the Grants department.
- Ability to think and act analytically and strategically in the design, implementation, and execution of grantmaking strategies and related projects
- Awareness of and respect for cultural differences across populations, communities, and geographic areas, and an appreciation of the social and cultural histories of communities participating in grant strategies
- The ability to navigate inherent tensions and power differentials between a nonprofit foundation and a broad range of stakeholders
- Excellent written and oral communication and presentation skills
- Proven leadership skills and an ability to guide, direct, and coach Grants department staff to achieve excellence
- Experience and proficiency with technology, Microsoft suite, project management, and video-conferencing tools
- Experience with social media (e.g., Facebook, Twitter)

- Ability to represent the organization in public and community settings, make presentations and communicate effectively with grantees, partners, media, and other stakeholders
- Ability to maintain cooperative, supportive, and productive relationships with Board members and trustees, grantees, community members, and other funders, and to work well as a team player across all departments.

Preferred

- Bachelor's Degree required, graduate degree or advanced degree desirable.
- Grantmaking professional with a proven track record in managing programs; minimum 10 years' experience.

Compensation

Salary range of \$100,000 - \$120,000, based on skills and experience. Generous benefits and PTO package including health/dental insurance 100% paid by employer, 403(b) with up to 3% match, transportation/parking stipend and three weeks' vacation to start.

To Apply

ArtsFund recognizes that an individual's lived experience is a valued skill set. We aim to diversify the voices of all decision-makers on our staff to reflect best the stakeholders that we serve. ArtsFund is an equal opportunity employer and is committed to workforce diversity. Black, Indigenous, and People of Color and people with disabilities are strongly encouraged to apply. The position will remain open until filled. To apply, please send a cover letter and resume to jobs@artsfund.org, subject line "VP of Grantmaking: your name." No phone calls, please; only applicants selected for an interview will be contacted.