



## ARTSFUND

**Title:**            **Advocacy & Programs Manager**  
**Department:**   **Strategic Initiatives**  
**Reports to:**     **Vice President of Strategic Initiatives & Communications**

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 **promote 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 Advocacy & Programs Manager will play a critical role in advancing ArtsFund’s mission by supporting the advocacy efforts and programs in partnership with the Vice President of Strategic Initiatives & Communications. This position works collaboratively on programs along with the Programs Coordinator and external stakeholders to develop, deliver, and evaluate programs intended for nonprofit cultural organizations both in the Central Puget Sound region and across Washington. This role will help establish processes and streamline current operations to continue growing ArtsFund’s capacity-building programs across Washington. The Advocacy & Programs Manager will also be ArtsFund’s point-person for advocacy work, including building coalitions, tracking impactful legislation across the sector, shaping and coordinating research studies, and supporting the Policy and Advocacy Committee.

### Key Priorities and Responsibilities

- Support ArtsFund’s research and data collection projects
- Develop advocacy documents, summaries, and presentations for various audiences as well as presenting materials on behalf of ArtsFund
- Provide administrative support for the Policy and advocacy Committee including coordinating meetings, drafting agendas, notetaking, and undertaking projects as requested by the committee
- Manage the Building for the Arts Coalition including serving as the main point of contact for the coalition; working closely with the lobbyist to develop and execute grassroots advocacy strategies; scheduling, facilitating and providing administrative support at coalition meetings; and developing shared informational materials
- Monitor and report on legislative activities that impact the arts and culture sector at the municipal, county, and state levels
- Manage and support the Programs Coordinator



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- Manage the Cultural Partners Network (CPN), a network of 135+ cultural organizations in the Central Puget Sound, in collaboration with the Programs Coordinator which is inclusive of building and streamlining internal processes, growing the network, and annual evaluation
- Develop and shape ArtsFund's program offerings
- Plan, administer, facilitate, and evaluate ArtsFund's capacity building trainings including Convenings, Listening Sessions, and Networking events (3-5 annually)
- Oversee and support the CPN's advisory body, the Kitchen Cabinet, including recruiting and onboarding members, debriefing with exiting members, facilitating meetings, developing agendas, coordinating logistics, and fostering engagement
- Support annual BLT programming in partnership with the Programs Coordinator and VPSIC including marketing, enrollment, working with short-term contractors, and program expansion
- Represent ArtsFund and support other efforts as needed

### **Knowledge/Abilities/Requirements**

- Strong commitment to the values and mission of ArtsFund
- Knowledge of the arts and cultural sector and an understanding of and appreciation for how it affects people's lives
- Experience managing and fostering growth among direct reports
- Strong experience in the ability to manage multiple projects and prioritize, manage, and meet deadlines effectively
- Ability to work closely with a diverse group of stakeholders including board members, staff, the public, and cultural partners
- Strong experience in grassroots advocacy work
- Strong familiarity with data collection, analysis, and data-driven decision-making
- Excellent interpersonal and organizational, writing, and verbal communication skills
- Familiarity with office technology (MS Office, Zoom, Slack, etc.)
- Strong attention to detail
- Ability to work independently and comfort in taking initiative
- Commitment to a collaborative work environment
- Ability to maintain confidentiality

### **Preferred**

- 5+ years related experience
- Knowledge of data equity framework
- Strong public speaking skills
- Familiarity with the cultural community and nonprofits in the Central Puget Sound region
- Project management experience
- Proficiency in facilitation skills
- Bachelor's Degree



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### **Work Environment and Conditions**

This is a full-time (40 hours a week), hourly, non-exempt position, which may require some evening hours. The ArtsFund staff currently works according to a hybrid workplace schedule. ArtsFund reserves the right to alter location work requirements at any time. Applicants must have the ability to commit to a 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 for in-person work.

### **Compensation**

Salary range of \$64,000 to \$68,000, based on skills and experience. Generous benefits and PTO package including health/dental insurance 100% paid by employer, 403(b) with up to 4% match, transportation/parking stipend, three weeks' vacation to start, plus an additional two weeks where the entire office closes (week of New Years and week of July 4<sup>th</sup>).

### **To Apply**

ArtsFund recognizes that an individual's lived experience is a valued skill set, and we aim to diversify the voices of all decision-makers on our staff to best reflect the stakeholders that we serve. In addition, we recognize that data demonstrates that women and BIPOC candidates more frequently do not apply to a job because they don't feel they meet all the qualifications. Our job descriptions are intended to represent an overview of the position, and are not a mandatory, comprehensive list. If you feel passionate about our mission and values, and believe you have the skills to contribute to the growth of ArtsFund, we want to hear from you. ArtsFund is an equal opportunity employer and is committed to workforce diversity. LGBTQIA, Black, Indigenous, and People of Color and people with disabilities are strongly encouraged to apply.

The position will remain open until it is filled. To apply, please send a cover letter and resume to [jobs@artsfund.org](mailto:jobs@artsfund.org), subject line "Advocacy & Programs Manager: *your name*." No phone calls, please; only applicants selected for an interview will be contacted.