

ArtsFund | Community Accelerator Grant Community Advisory Panel Facilitator

Reports to: Vice President of Grantmaking

Hours: 55-75 hours, with most work taking place in February-April

Rate: \$95/hour

Anticipated timeframe: February 24, 2025, through August 30, 2025 (dates subject to change)

Applications due: February 17, 2025, 5:00 p.m. Pacific

ArtsFund supports the arts through leadership, advocacy, and grantmaking in order 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 its 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

ArtsFund seeks a contractor who can support and facilitate the Community Advisory Panel process and meetings for Community Accelerator Grant Year 3, working in partnership with ArtsFund staff to ensure the deliverables are satisfied within the program timeline.

About the Community Accelerator Grant (CAG)

ArtsFund is pleased to partner with the Paul G. Allen Family Foundation on a third round of funding for the [Community Accelerator Grant](#), a \$10 million investment in Washington state's arts and culture sector. The program, now in its third year, provides unrestricted grants to arts and cultural nonprofit organizations across Washington state. In its first year, the program awarded 671 organizations throughout 35 of Washington's 39 counties. In year 2, the number of counties reached increased to 37 with 811 grantees receiving funding. The funds are intended to boost arts organizations' ability to invest in their missions and essential roles serving communities across the state. This grant program will prioritize communities with less access to mainstream funding.

About the Community Advisory Panel (CAP)

The Community Accelerator Grant will be advised by a diverse panel of community members, with subject matter expertise in arts and culture, philanthropy, and/or equitable community engagement strategies in Washington State or more broadly. This panel, known as the Community Advisory Panel (CAP), will consist of approximately 15 members with a diversity of lived experiences and geographic representation, each of whom will receive an honorarium for their work on the panel.

The role of the CAP will be to advise on various program components of the Community Accelerator Grant, including the grant application, eligibility criteria, award distribution, and community outreach strategies. Committee members will be required to attend five meetings, including an orientation meeting. An external facilitator will oversee the design and facilitation of CAP activities and deliver a project summary or reflection at the completion of the process.

The panel will discuss and provide strategic guidance for the Community Accelerator Grant, which will influence how ArtsFund administers and conducts outreach for the program. Note that we expect several hundred applications for this grant opportunity. Panelists will not review nor evaluate individual grant applications.

Projects Overview

- In partnership with ArtsFund staff, develop orientation materials and an onboarding plan for Community Advisory Panelists
- In partnership with ArtsFund staff, develop agendas and meeting materials for Community Advisory Panel meetings (5 total)
 - Meeting dates are subject to change but are tentatively slated to be held via Zoom for approximately two hours on the following dates:
 - March 7, 2025
 - March 14, 2025
 - March 28, 2025
 - May 13, 2025
 - August 5, 2025
- Facilitate panel meetings (to be held virtually), holding space for discussion while driving toward key recommendations for the Community Accelerator Grant program
- In partnership with ArtsFund staff, develop and administer a post-process survey to assess the effectiveness of the CAP process and panelists' experiences.
- Deliver project summary or reflection analyzing the CAP program process

Qualifications and Expertise

- Strong commitment to the values and mission of ArtsFund
- Experience in nonprofit or philanthropic leadership roles
- Robust background in meeting facilitation; preferred experience with overseeing participatory grant processes
- Excellent organizational and project management skills
- Familiarity with trust-based philanthropy principals. Preferred experience in managing power dynamics and difficult conversations virtually; strategies for building relationships, trust and rapport; and establishing group norms for discussions and practices for decision-making.
- Commitment to and experience promoting equity by centering those most impacted by systemic oppression, including Black, Indigenous, and People of Color (BIPOC), LGBTQ+, and people with disabilities

Confidentiality and Conflict of Interest

While we recognize that many candidates will have existing relationships with arts and cultural organizations in Washington, confidentiality and neutrality are critical for this role. Personal affiliation with potential grantee organizations does not disqualify applicants from consideration; however, the successful applicant will be required to sign a Conflict of Interest form as well as a Confidentiality Agreement.

Commitment to Diversity and Inclusion

ArtsFund is an equal-opportunity employer and is committed to workforce diversity. LGBTQ+, Black, Indigenous, and People of Color, and people with disabilities are encouraged to apply.

Working conditions

Interested applicants must have the ability to commit to meetings with ArtsFund staff within standard office hours, Monday through Friday; and the ability to work remotely with reliable internet access.

Application Process

Please send your resume and a letter of interest highlighting your relevant experiences to jobs@artsfund.org with the title "Community Advisory Panel Facilitator" by **5:00 p.m. Pacific on Monday, February 17, 2025.** Finalists will be contacted for a phone interview and references will be requested. The anticipated start date is February 24, 2025.