



Community Foundation for Greater Atlanta
Program Officer, Community Impact
(Arts, Culture and Creative Enterprises)

POSITION: Full-time Exempt
DEPARTMENT: Community
REPORTS TO: Vice President, Community Impact

The Community Foundation for Greater Atlanta works to inspire and lead our region toward equity and shared prosperity for all who call our region home. We work with a shared commitment to community working with residents, neighborhoods and civic leaders across public, private and philanthropic sectors to seize the greatest opportunities and solve the region's most pressing challenges.

Reporting to the Vice President, Community Impact, the Program Officer is responsible for managing the Arts, Culture and Creative Enterprises portfolio of the Foundation's TogetherATL strategy. A successful candidate will have a deep passion for the Arts and Creative industry, with extensive experience in this sector. This individual will have a community-centered mindset, with an ability to leverage this grants portfolio to address historic inequities in Arts funding throughout Metro Atlanta. The Program Officer will be a key member of the Community team, collaborating with colleagues across the organization to help shape and lead the Foundation's new strategic plan. Finally, this individual will be responsible for representing the organization externally, building strong relationships in the Arts and Creative Enterprises sector, such that the Foundation is viewed as a valuable partner.

Essential Functions of the Position:

- Provide strategic direction and management of the Arts, Culture and Creative Enterprises grants portfolio including planning and analysis, research, and identifying key investment opportunities, new programs, initiatives, partnerships and sources for external funding to drive achievement of goals
- Manage the intake, design and launch of new funds, grants and strategic programs related to the Foundation's TogetherATL portfolio: including setting clear goals, scoping, process and communication needs, ongoing quality assurance and monitoring, and evaluating existing programs and initiatives to make adjustments where needed
- Review proposals, conduct site visits and develop funding recommendations for assigned TogetherATL portfolio area and collaborate with department staff on other Foundation grant programs
- Ensure quality, consistency and alignment of funding recommendations through written documentation including grant write-ups and reporting
- Codify and analyze data, information, knowledge and learnings using Foundation tools and systems
- Represent the Foundation at external events and other meetings in support of the Arts and Creative Enterprises sectors
- Support relationship management of key external stakeholders for the Foundation's grantmaking strategy including community, philanthropic, civic, business and nonprofit partners
- Collaborate with the Philanthropy team to build and maintain relationships with external partnerships and key donors in support of TogetherATL grants portfolio strategy
- As needed, supervise direct report(s) and consultants. This includes recruiting, hiring, orienting, coaching and providing on-going feedback; performance planning, evaluation and professional development; organizational communications.

Qualifications:

- 6+ years' professional experience related to the key accountabilities outlined in this description, in particular a field related to the Arts and Creative Enterprises sector
- Bachelor's degree or higher preferred

- A community perspective informed by both lived experience and professional engagement; posses an asset-based view on community
- A clear commitment to equity of opportunity, supported by a record of impact in areas relevant to the Foundation's evolving strategy, as well as a genuine respect for diversity, equity and inclusion
- Experience with the operations of nonprofit organizations, including budgeting, board and staff development, administrative and management systems
- Experience working with a variety of community, public and private sector partners and stakeholders, including individual, corporate and foundation donors
- Excellent project management skills along with experience in community engagement and relationship building
- Flexible, resourceful, creative self-starter able to prioritize and manage multiple tasks and competing priorities and to use data in decision-making processes
- Exceptional verbal and written communication skills
- Proficiency in Microsoft Office Suite including Outlook, Excel, PowerPoint and Word. Experience in use of philanthropy records systems, e.g., Raiser's Edge, Salesforce, Donor Central, FIMS and other Blackbaud philanthropy products preferred

Other:

All employees are required to be fully vaccinated against COVID-19 (medical and religious exemption accommodation possible) within 30 days of hire.

The Community Foundation operates in a hybrid working environment with staff working in-office three days per week and the opportunity to work two days remote per week if in good standing.

Compensation:

To be determined based upon experience and qualifications within the anticipated salary range of \$80,000-\$85,000. This position is exempt and employee is eligible for the Foundation's competitive health and benefits plan.

To Apply:

Please submit your resume for consideration to hr@cfgreateratlanta.org with the subject line of "PO Arts".

The Community Foundation for Greater Atlanta provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Community Foundation for Greater Atlanta values diversity, equity and inclusion; therefore we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.