



JOB DESCRIPTION: GRANTS AND PROGRAMS COODINATOR PART TIME

BRONX COUNCIL ON THE ARTS

Founded by visionary community leaders in 1962, The Bronx Council on the Arts (BCA) is a pioneer in advancing cultural equity in The Bronx. From our early beginnings as a presenter of affordable arts programming in select Bronx neighborhoods, we have grown into a cultural hub that serves the entire creative ecosystem of the borough. Our programs serve artists, the public, and the field at large by building connections, providing resources, and advocating for equitable practices. Then as now, we focus on supporting the work of underrepresented groups – especially artists of color, women, and members of the LGBTQ+ community. Through this lens we offer affordable programs for seniors and youth, and provide direct services to over 1,000 artists and 250 community-based arts groups each year.

THE POSITION

Reporting to the Deputy Director of Grants and Programs, the Grants and Program Coordinator (GPC) will be responsible for coordinating and implementing BCA's public programs and activities, as well as providing administrative support for BCA's re-granting programs. The GPC will be tasked with ensuring the successful coordination and implementation of programs that help advance the organization's strategic direction, as well as the achievement of short- and long-term programmatic goals. To be successful in this role, the GPC will need to have prior experience in program coordination, preferably in the arts. The ideal candidate will be highly organized, self-motivated, detail and systems oriented, and an effective communicator and collaborator. This is an excellent position for someone who is looking to expand their career experience by joining a small, dynamic, and growing arts organization. This is a four-days/week salaried Part-Time position with some eves and weekends required.

Grants

- Support the maintenance of the grants and public events calendars.
- Create and edit grant application forms on Submittable; generating reports as directed by the Deputy Director of Grants and Programs.
- Review online application submissions for compliance with guidelines.
- Attend and assist the Deputy Director during grant info sessions held online or throughout the Bronx.
- Support the Deputy Director during the grant application process, including fielding calls from applicants and responding to their questions.
- Attend Grant Review Panel sessions. Compile panel notes and prepare applicants' and grantees' notification letters.
- Assist with the creation and distribution of grantee contracts and communications.

Bronx Council on the Arts

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- Work with the Communications & Marketing Coordinator on the update of grant specific information on the BCA website, and provide timely information on public programs for promotional purposes.
- Attend and assist with the organization of two grant recipient recognition events.
- Assist with the collection of grantees' interim and final reports through our online platform.
- Collect grants data and assist in completion of funders' final reports.

Public Programs

- Coordinate and attend public programs and activities in accordance with the organization's mission and goals.
- Collect and maintain program data for reporting and to assess program strengths and challenges.
- Prepare Open Calls, schedule interviews and recruit resident artists, teaching artists and other content providers.
- Coordinate with consultants and teaching artists for the delivery of programming.
- Prepare and maintain documentation for program budgets, artist payments, reports, and supplies/equipment needed for effective program delivery.
- Ensure the timely completion of providers' contracts and work with senior staff and Finance team to ensure contractors' payments.
- Work with staff to set up and break down any events that occur in our main office and/or gallery space and/or on Zoom.
- Work on program promotion and outreach with the Marketing and Communications Coordinator.
- Assist with the completion of funders' reports.
- Other administrative tasks as needed.

Qualifications:

- Interest in working with emerging, grassroots and community-based artists and arts organizations in all disciplines, and arts nonprofit management.
- College degree (preferred) or equivalent combination of education and experience in the field.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Proficiency in MS Office suite; knowledge of Submittable, Zoom and DocuSign preferred.
- Experience conducting virtual events on Zoom or similar platform.
- Professional and friendly demeanor; ability to diplomatically interface with the public, grant applicants, content providers and grantees.
- Must be able to work in an open office, team-oriented setting.
- Must be receptive to participating in a variety of BCA initiatives as a creative strategic thinker and team player.
- Bilingual (or multilingual) language proficiency (including English) is a plus.
- Must be able to work some evenings and weekends.
- Detail-oriented and able to prioritize tasks and manage time effectively.

Compensation: Please include your salary requirements with the application.

Please email your resume and cover letter describing your interest in this position, salary expectations, and how you heard about this opportunity. Materials should be e-mailed to bronxarts@bronxarts.org, with subject line "Grants and Program Coordinator Position". No phone calls please.

Bronx Council on the Arts is an Equal Opportunity Employer (EEO). All candidates for employment will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state or local law.

Closing Date: Position open until filled.