



March 20, 2024

The Arts Council of New Orleans, dba, Arts New Orleans, is hiring!

Grantmaking and Administrative Specialist

Optimal Start Date: Monday, May 6, 2024.

How to Apply

Please email a cover letter (no more than two pages), resume, and three references to jobs@artsneworleans.org. Include your name, grantmaking, and administrative specialist in the subject line. *Resumes submitted without a cover letter or sent by a job service will not be reviewed.* Resumes can be submitted until April 3, 2024, and interviews will be scheduled as resumes are received.

Job Description

Arts New Orleans seeks a versatile, detail-oriented individual to fill the Grantmaking and Administrative Specialist role. This position requires a combination of skills in grant management, administrative support, and attention to detail. The successful candidate will be crucial in facilitating grant processes while providing essential administrative assistance to the President and CEO to ensure smooth operations.

Arts New Orleans manages two [regrant](#) programs: the Community Arts Grant program, which was made possible by the City of New Orleans, and Louisiana Project Grants by the state of Louisiana.

Grant Management Responsibilities:

- Assist in managing grant applications, including reviewing proposals, coordinating review processes, and communicating with applicants.
- Maintain accurate records of grants, including tracking deadlines, reporting requirements, and funding disbursements.
- Collaborate with program managers to ensure alignment of grant activities with organizational objectives.
- Support the development and implementation of grantmaking strategies to address community needs effectively.
- Represent Arts New Orleans by attending funded programs.

Administrative Support Responsibilities:

- Provide comprehensive administrative support to the President and CEO, including scheduling meetings, managing calendars, and handling correspondence.
- Taking minutes of meetings of the board and committees
- Helping with the preparations for in-person meetings
- Assist with preparing and distributing reports, presentations, and other materials.
- Maintain organized electronic filing systems in SharePoint
- Coordinate travel arrangements, accommodations, and logistics for the President and CEO as required.
- Assist with administrative tasks, including managing payment requests, participating in weekly meetings with our accountant, and sending documents to auditors.
- Review and develop administrative systems for Arts New Orleans
- Office supply management

Communication and Collaboration:

- Serve as a liaison between internal departments and external stakeholders, ensuring timely and accurate communication.
- Respond promptly to inquiries from grant applicants, grantees, and other partners, providing assistance and support as needed.
- Through professional and courteous interactions, foster positive relationships with donors, partners, community members, city and state agencies, and officials.
- Participate in bi-weekly staff meetings in our studio
- Work in the studio when asked
- Collaborate with team members to identify areas for process improvement and implement best practices for efficiency and effectiveness.

Qualifications:

- Bachelor's degree in a relevant field or equivalent combination of education and experience.
- Previous experience in grant management, preferably within a nonprofit or philanthropic organization.
- Strong administrative skills with proficiency in office software applications, including Microsoft Office Suite
- Excellent organizational abilities with a keen eye for detail and accuracy.
- Exceptional communication skills, both written and verbal, with the ability to interact professionally with diverse stakeholders.
- Ability to manage multiple tasks and prioritize work effectively in a fast-paced environment.
- Demonstrated commitment to maintaining confidentiality and handling sensitive information with discretion.
- Flexibility and adaptability to work independently and as part of a collaborative team.

Salary

The starting salary is \$50,000 - \$52,000. Arts New Orleans pays 100% of team members' health insurance. We also offer a 403(b) plan through Mutual of America, with the Arts New Orleans matching 2% of your total salary.

How We Work

Our team primarily works remotely, although we have a studio where team members often work and staff meetings are held. Arts New Orleans is involved in numerous community activations, including monthly art markets, openings at our Salon Gallery, and public art unveilings. Additionally, team members regularly attend performances, gallery openings, art festivals, and other cultural activities!

Is Our Grantmaking and Administrative Specialist a Good Fit for You?

If you are passionate about making a difference in the arts, possess the outlined skills and qualifications, and thrive in a remote-first environment that values autonomy and connection, we encourage you to apply for this rewarding opportunity.

See How to Apply on Page 1.

About Arts New Orleans

Now in its fourth decade, the Arts Council of New Orleans (dba Arts New Orleans) is a private, nonprofit organization that supports arts and culture in the city. Our mission is to improve the quality of life in New Orleans by supporting, activating, and investing in our city's greatest natural resource: our artists, cultural producers, and creative community.

Building on the abundant cultural wealth and creativity of our community, Arts New Orleans envisions a New Orleans in which arts and culture play a pivotal role in all areas of policy, planning, and placemaking. We believe art and artists should be central to all community and economic development efforts – from public health to public safety, education to infrastructure.

We do this through special initiatives along with a variety of ongoing programs, including:

- **Public Art & Placemaking** – From managing the City of New Orleans' public art collection to private client commissions, we offer support for a wide range of creative and placemaking projects
- **Young Artist Movement (YAM)** – An arts education and workforce development program that connects youth to civic issues
- **LUNA Fête** – New Orleans' free annual festival of light, art, and technology
- **Arts Market** – A bi-monthly series of fine arts and craft markets in City Park and Marsalis Harmony Park
- **Grantmaking** – Administering state and city support for arts & cultural initiatives
- **Salon** – A unique artist residency program in Canal Place
- **Unframed** – Large-scale mural program in downtown New Orleans

For more information, visit www.artsneworleans.org.