



Notice of Open Position

Title: Program Officer, Arts
Location: 650 Fifth Ave., 19th floor, New York, NY
Reports to: Program Director, Arts
FLSA Status: Full Time – Exempt

The mission of the Doris Duke Charitable Foundation is to improve the quality of people's lives through grants supporting the performing arts, environmental conservation, medical research and child well-being, and through preservation of the cultural and environmental legacy of Doris Duke's properties. The mission of the Arts Program is to support artists with the creation and public performance of their work.

JOB SUMMARY

The Program Officer for the Arts is part of the Arts Program team. She/he will have primary responsibility in the development, planning, implementation, management and evaluation of new and existing grants as designated by the Program Director for the Arts, as well as act on behalf of the Program Director in her absence when required. The Program Officer will contribute to the identification of new funding opportunities and the implementation of innovative strategies to accomplish the program's mission.

ESSENTIAL JOB FUNCTIONS

Collaborate with the Program Director to ensure the Arts Program's strategies and initiatives are effective in fulfilling its mission by participating in the development, planning, implementation, management and evaluation of initiatives. This will entail the following specific responsibilities:

- Directly manage a portfolio of grants for these initiatives and, in collaboration with Grants Administration staff, ensure that financial aspects are monitored and evaluated; make certain that all grants are paid out as scheduled and budgeted; and resolve issues and discrepancies through follow-up with grantees and institutions;
- Ensure streamlined management of all tasks associated with grants, including soliciting and reviewing proposals, managing peer review, making grant awards and assessing progress;
- Evaluate grantees by monitoring progress reporting, implementing evaluation procedures, conducting site visits, attending conferences and grant panels, and working with evaluation and field experts;

- Track and evaluate programs, prepare briefing materials, and write reports; and analyze data and trends across initiatives;
- Write strategy overviews that summarize Arts Program's initiatives for the DDCF Board of Trustees, and grant recommendation memoranda as assigned; and plan and present grants to the Board of Trustees;
- Manage the planning, logistics and smooth execution of meetings led by the Arts Program;
- Seek out and develop new opportunities that will position the foundation's Arts Program initiatives and grants for maximum impact;
- Conduct and/or commission field-wide research to understand and stay updated on the current state of the performing arts sector, issues faced by the program's constituents and the evolutions in the role of private philanthropy;
- Identify outstanding advisors and expert reviewers for grant review panels;
- Represent the foundation and communicate learnings from the Arts Program's work to the field by serving on external committees and presenting at meetings of national and international scope;
- Support the Program Director in developing and monitoring the Arts Program budget;
- Evaluate unsolicited proposals for funding;
- Develop proficiency in the Blackbaud Grantmaking (a.k.a. GIFTS Online) grants management system and other programs used to manage and evaluate Arts Program grants;
- Contribute to the teamwork and integrative approach of the foundation;
- Collaborate with the foundation's Grants Administration team and contractors to identify ways to refine and improve program management;
- Collaborate with peers within DDCF's other program areas and at other foundations to explore joint funding opportunities;
- Coordinate with DDCF Communications team in the generation of materials including press releases, brochures, posters, ads and website content;
- Assume administrative management of the Arts team in the Director's absence.

QUALIFICATIONS

- Bachelor's degree required, preferably in the performing arts; advanced degree preferred;
- Multi-year work experience at the management level, preferably in the fields of contemporary dance, jazz, theater or presenting; similar experience in other performing arts may be acceptable;
- Established track record of obtaining grants; presenting and participating on panels is a plus;
- Knowledge and understanding of the peer review process and the mechanics of grant making;
- Creative thinking with the ability to assess the performing arts landscape and generate new ideas for grant programs;

- Experience contributing to program design, strategy and assessment, as well as program management and budgeting;
- Ability to analyze projects critically and to use, analyze and learn from data;
- Strong verbal and written communication skills;
- Excellent interpersonal skills, including the ability to interact with artists, other funders and administrators at a variety of levels in a collaborative, effective manner;
- Ability to make informed decisions on matters of consequence and tactfully but firmly negotiate when needed;
- Record of success working collaboratively with and providing management support to a team of strong, creative people to achieve common goals;
- Proficiency with office productivity software, preferably Microsoft Office, including but not limited to Word, Excel and PowerPoint;
- Experience using a grants management database.

HOW TO APPLY

Send resume with cover letter to hr@ddcf.org. Include your last name followed by “Program Officer Arts” in the subject line. Application reviews will begin on April 23, 2018 and continue until position is filled.

No phone calls or in-person applications, please.

It is the policy of the Doris Duke Charitable Foundation to afford equal employment opportunity to all individuals, and we firmly adhere to the equal employment opportunity requirements of all states and localities in which we operate.