



## Job Description

**Title:** Community Connections Manager

**Reports To:** Executive Director

**Percent Time:** 80%

**Status:** Part-time, TBD

**Date Updated:** November 1, 2017

*MRAC welcomes qualified applicants and employees regardless of their race, color, religion, creed, sex, sexual orientation, gender identity, age, marital status, national origin, status as a documented alien, or status as a qualified individual with a disability or protected veteran.*

### Organization Summary:

The Metropolitan Regional Arts Council (MRAC) is a nonprofit organization serving formal and informal groups with annual arts programming expenses of less than \$400,000, and artists in Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties. The Metropolitan Regional Arts Council is one of eleven regional arts councils throughout the state of Minnesota. The regional arts councils are funded by an appropriation from the Minnesota Legislature, the Legacy Amendment Arts and Cultural Heritage Fund, and by The McKnight Foundation. MRAC's mission is to increase access to the arts in 7-county metropolitan area communities by providing information, organizational support and grants. It is MRAC's vision that artists, arts organizations and arts activities thrive; that art is integrated into the fabric and identity of every community; and that public value of the arts is understood, acknowledged and acted upon by community members, leaders and policy makers. The organization's goals are to:

- Provide grant applicants and other constituents with clear, thorough, prompt and respectful service and assistance
- Maintain transparent decision-making processes and accessible public information
- Serve constituents with programs and services that reflect MRAC's mission and achieve its vision

**Position Summary:**

The Community Connections Manager will be primarily responsible for supporting the recruitment, retention and recognition of volunteer panelists involved in MRAC's grant review process with a goal of reaching out to individuals who bring a passion for the arts, come from a variety of artistic disciplines, represent diverse cultural and racial backgrounds, and geographic communities in the 7 county metro area. The Community Connections Manager will support the MRAC panel development process for grant rounds.

**Responsibilities:**

1. Panel Recruitment, Retention, Recognition and Development (45%)
  - A. Recruit and support individuals to participate as volunteer panelists for MRAC grant Programs. (up to 300 panelists recruited across all grants programs)
  - B. Identify community networks and/or other venues that may be excellent places to promote new MRAC panelist opportunities.
  - C. Be technically fluent with, and update MRAC's current volunteer panelist database as a tool to reach out to prospective panelists.
  - D. Identify and nurture relationships with constituents. Be available to constituents within their own communities as well as through office-based services.
  - E. Identify ways that MRAC can strengthen its recruitment, support and recognition of volunteer panelists.
  - F. Participate in opportunities to promote the arts and artists to the general public, public officials, and others as deemed important and necessary, including annual Arts Advocacy Day.
  - G. Manage evaluation of panel process and benefits to support MRAC's racial equity goals and commitment.
2. Panel Administration (23%)
  - A. Work with MRAC program directors to organize grant review panelists, understand individual program needs, schedule panelists for orientation and manage communication with panelists assigned to serve on MRAC panels.
  - B. Prepare panel review materials for each grant program.
  - C. Maintain panelist database to reflect current, active and potential panelists and generate reports to analyze and identify applicants suited for specific grants.
  - D. Work as part of a staff team to support organizational needs and services to constituents.
  - E. Coordinate panelist accommodations such as accessibility needs and dietary restrictions.
3. Other related duties as assigned (12%)
  - A. Participate in monthly Racial Equity Task Force meetings, including facilitating, leading and/or collaboration with staff and board to design and develop initiatives; and other ad hoc committees as assigned.

- B. Participate in strategic planning meetings, and development of work plan to implement strategic plan.
- C. Provide backup to receptionist incoming office calls and visitors.
- D. Participate in weekly staff meetings.

**Qualifications:**

This is an extraordinary opportunity for an individual to grow and further develop community participation on panels that provide project grant support to arts organizations with budgets of less than \$400,000 and artists in the seven-county metropolitan region. The nature of problem solving encountered in this position are varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified. Outcomes are monitored by supervisor/manager; incumbent follows precedents and procedures, sets priorities, and organizes work within general guidelines.

Required Skills, Knowledge and Ability

Bachelor's degree and at least two years program, volunteer or organizational management experience in an arts, nonprofit, academic or business environment, or an equivalent combination of education and/or experience to total six years.

Paid or volunteer experience in three or more of the following areas: volunteer management, development, strategic planning, audience development, arts education, arts production or presentation, communications, board relations, and community organizing or campaigns.

Computer proficiency, including use of email, database, spreadsheet, presentation, word processing, calendaring, google research, and web page applications.

Ability to effectively communicate both verbal and written thoughts, ideas, and facts. Writes and presents information in a clear, concise and accurate way.

Ability to be organized, efficient and on deadline with administrative tasks and information management.

Ability to be facilitative, not proscriptive, in style – nimble in working with groups of many styles at various stages of development.

Experience working with diverse communities, conducting community engagement, and volunteer management initiatives.

Demonstrated respect for cultural inclusion, commitment to racial equity, the ability to be objective and supportive, a strong commitment to client service and relations are essential.

Ability to interpret and analyze data to support conclusions.

### Preferred Skills, Knowledge and Ability

Courses or advanced degree in business, arts administration, arts education, arts production or presentation, nonprofit or grants management.

Knowledge of, or experience in a variety of artistic disciplines.

Experience in developing community engagement initiatives.

Experience in facilitation and presentation.

Project management skills.

Prior experience serving on a grants panel or administering grant programs.

Computer experience with Excel, Foundant, Filemaker Pro, Keynote, Word, Wordpress, Acrobat, and Google email, sheets, research and calendar.