

# CMAB Program Officer Job Opening

The Central Minnesota Arts Board (CMAB) is looking for talent! The CMAB is a non-profit organization committed to supporting the development and diversity of the arts in Region 7W (Benton, Sherburne, Stearns, & Wright) through work designed to promote and enhance the creation, performance, and appreciation of the arts.

The CMAB administers grant programs and technical assistance for non-profit arts organizations, units of government, schools, artists and others.

## Job Purpose:

The Program Officer is responsible for assisting in the development, delivery and evaluation of CMAB programs in collaboration with CMAB staff and under the supervision of the Executive Director.

## Program Officer Job Description

Oversee active grants, review grant reports, monitor and evaluate progress of grantees, and provide clear communication and guidance to grantees, applicants, and other interested parties

Understand the developmental, organizational and programmatic needs of constituent groups and translate those needs into effective CMAB programs and services

Work with schools, businesses, libraries, history centers, arts organizations and others to foster partnerships to efficiently and effectively serve the arts needs in the region

Develop and/or identify training workshops for key arts interest groups to assist them in business development, accountability, administrative & volunteer management, and other areas as identified through needs assessments

Reach out to individual artists in region 7W to inform them on key opportunities provided by the CMAB and others

Develop relationships with small arts organizations and community groups involved or interested in initiating arts programming throughout the four-county area

In collaboration with CMAB staff, develop methods and systems for analyzing grant impact and effectiveness and determine relevance to the program's interest area

Oversee all aspects of assigned programs and services.

- For example, responsibility for a grant program would include, but not be limited to, development and review of program guidelines, program outreach and marketing (coordinated with CMAB Media Specialist), organization and teaching application writing workshops, providing one-on-one grant writing assistance and feedback, recruitments and orientation of review panels, panel facilitation and support, initiation of verbal and written constituent follow-up, and overall program evaluation
- Communication and coordination with CMAB Grant Specialist on program related issues such as budgets, payments, reports.
- Manage the delivery of the following programs:
  - **Artist in Residency grants**
  - **Arts in Education/Legacy grants**
  - **Individual Artist Awards**
    - arrange for the display of artwork in CMAB office
    - manage CMAB art gallery (scheduling, hanging, display)
  - **Artist Mentorship grants**

- **Teaching Artist Roster Program**
- **Assist with all other CMAB programs – program evaluations, draft reviews, providing applicants with panel feedback**
- Prepare written materials for management and Board review
- Work occasional nights and weekends (attending board meetings, conducting and/or staffing workshops, attending arts events).
- Taking minutes for board/panel application reviews
- Work effectively as a member of the CMAB team
- Additional duties or a reassignment of responsibilities will be determined based on CMAB workload, staff availability & funding.
- Full-time, 4 day work week, 32 – 36 hours; HSA, Pension, Paid Holiday/Vacation

**Education and Experience:**

- Minimum Bachelor's Degree from an accredited college or university with a preference for a degree in fine arts, public affairs or nonprofit management
- Experience in program development and/or management experience with arts organizations and/or philanthropic or public institutions supporting the arts
- Broad interests and demonstrable experience in the arts
- History of working with individuals and groups of many styles, cultures and organization life stages
- History of strong work-performance, a respect for cultural inclusion, the ability to be objective and supportive, and a strong commitment to client service
- Strong verbal and written communication skills
- Computer skills; Competence in Word, Excel, PowerPoint software, and use of database.
- A working artist in any arts area is a plus

**Special Requirements:**

- Strong oral and written skills
- Self-directed, organized, energetic, creative, accountable, and can handle multiple tasks
- Ability to work alone and as part of a team
- A deep belief in the importance of the arts
- Excellent people skills

**Physical Demands:**

- Required to sit for long periods of time
- Extensive computer use and use of a keyboard and mouse
- Occasionally required to lift and/or move up to 25 pounds
- Benefits: Holiday/Vacation PTO, HSA, Pension
- Full-time, 32-36 hour, 4 day work week,
- Beginning Salary Range: \$25,000 – \$31,000

**Apply for this Position**

Qualified and interested parties should submit their resume, cover letter, by Friday March 16, 2012 to [director@centralmnartsboard.org](mailto:director@centralmnartsboard.org)