



Arizona Commission on the Arts

GRANTS AND OPERATIONS COORDINATOR: POSITION DETAIL

Title:	Grants and Operations Coordinator (Program Project Specialist I)
Department:	Arizona Commission on the Arts
Location:	Phoenix, Arizona
Salary Grade/Range:	18; \$32,000-\$38,000
Total Openings:	1
Apply by:	11:59pm, Thursday, June 28, 2012

POSITION SUMMARY

Grantmaking: Under the direction of the Grants and Information Technology Manager, the Grants and Operations Coordinator coordinates logistics and procedures related to the annual application review process for grants to organizations and schools; enters and maintains integrity of related data according to industry standards; liaises with expert partners to coordinate improvements to the agency's online grant application systems; develops related materials and reports for supervisor review; and develops accessible grant applicant tools for diverse constituencies.

Operations: The Grants and Operations Coordinator facilitates operational logistics for the agency; liaises with expert partners to coordinate general improvements/updates to agency computers and phones; coordinates agency correspondence, mail, shipping and recycling; monitors and facilitates agency records-retention and filing systems; and other office management duties related to the agency's building and equipment.

Programs and Services: The Grants and Operations Coordinator provides logistical and operational support related to other agency meetings, programs and initiatives as assigned.

CANDIDATE REQUIREMENTS

- BA degree in a specific arts discipline, arts administration, nonprofit administration, communications, computer science, business, education, liberal arts or related discipline;
- Two or more years of experience and/or training within the nonprofit sector, arts and culture sector, or other creative-sector businesses;
- OR equivalent combination of education and experience.
- A valid Driver's License is required.

DESIRED QUALIFICATIONS

The ideal candidate would have professional experience at the intersection of the arts sector and information technology, would possess strong credentials related to data management and/or IT systems, would be willing to travel on occasion; and would be bilingual (English/Spanish).



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IDEAL CANDIDATE'S KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- History and mission of the Arizona Commission on the Arts;
- Arts and cultural disciplines, history and trends;
- Operational structure of the nonprofit sector, arts and cultural organizations, schools and school districts, local and state governments;
- Federal and State laws, rules and standards pertaining to Arts Commission programs and procedures;
- Grantmaking/grantwriting principles, methods and techniques;
- Data management standards and trends;
- Information technology standards and trends.

Skills:

- Strong skill/ability to manage data and effectively use databases;
- Strong skill/ability with Microsoft Office products;
- Strong skill/ability related to standard office functions;
- Strong facility related to computers and online systems;
- Exemplary verbal, written and interpersonal communication skills;
- Strong organizational skills and the ability to prioritize and manage concurrent projects with multiple stakeholders;
- Organizational and administrative control;
- Application of methods and techniques related to grants processing.

Ability to:

- Manage information, projects and initiatives with utmost precision and accuracy;
- Develop procedures, analyze problems and design effective plans;
- Demonstrate good judgment;
- Work with diverse constituencies;
- Show consideration for professional, avocational, formal and informal artforms and practices;
- Work independently and as a member of a team;
- Solve problems creatively;
- Prepare accurate and timely reports;
- Manage multiple projects, follow timelines and meet deadlines;
- Know when to ask for help, advice and support.



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PRIMARY RESPONSIBILITIES AND ESTIMATED PERCENTAGE OF TIME SPENT

40% | Under the direction of the Grants and Information Technology Manager, responsible for coordinating and manualizing **logistics and procedures related to the annual application review process for grants to organizations and schools:**

- Enters and maintains integrity of related data according to industry standards.
- Liaises with expert partners to coordinate improvements to the agency's online grant application systems.
- Develops related materials and reports for supervisor review.
- Develops accessible grant applicant tools for diverse constituencies.
- Counsels, consults with and provides technical assistance to grant applicants.
- Recommends procedural and data management standards, goals and policies.
- Analyzes existing grantmaking procedures and develops methods for improvement.

30% | Under the direction of the Grants and Information Technology Manager, responsible for coordinating and manualizing **agency operations:**

- Liaises with expert partners to coordinate general improvements and updates to (and maintenance of) agency computers, phones and other office equipment.
- Monitors and facilitates agency records-retention and filing systems.
- Coordinates agency correspondence, mail, shipping and recycling, and other office management duties related to the agency's building and equipment.
- Recommends operational standards, goals and policies.
- Analyzes existing operating procedures and develops methods for improvement.
- Develops forms and systems for agency use.

20% | Responsible for providing **logistical and operational support related to agency meetings, programs and initiatives:**

- Assists in coordinating logistics for professional development workshops and community meetings across the state.
- Develops registration and confirmation procedures.
- Records and files meeting minutes in accordance with open meeting law.
- Analyzes existing procedures and develops methods for improvement.
- Participates in the composition of periodic reports to State and Federal government or to other funding sources on progress of funded grant programs (as expected of all staff).

10% | **Performs other duties as assigned by supervisor.** Corresponds with constituents and develops sufficient knowledge of agency programs, procedures and policy in order to respond accurately and comprehensively to requests for information. Provides backup to programs and operations as needed in a small agency. Performs other duties as assigned by supervisor.



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INSTRUCTIONS – HOW TO APPLY

To submit an application for this position, please visit the State of Arizona's official website for Arizona Government jobs at: www.azstatejobs.gov (keyword search: arts).

On the Arizona State Jobs site applicants will be asked to submit a comprehensive resume or curriculum vitae along with a cover letter. Please be advised that the State of Arizona site invites applicants to cut and paste from original files, and submit their application info into form fields. Documents cannot be uploaded in their original state.

The deadline to apply for this position is 11:59pm, Thursday, June 28, 2012. Not all applicants will receive a response. The review/interview process may take up to 6 weeks.

All newly hired employees are subject to the E-Verify Employment Eligibility Verification Program. The Arizona Commission on the Arts is an Equal Employment Opportunity Agency.