

harpo foundation

www.harpofoundation.org

Job Description - Program Manager

01-25-2021

30 hours/week; Work remotely with occasional travel

Salary will be competitive and commensurate with experience

Mission: The Harpo Foundation was established in 2006 by artist Ed Levine to support emerging and under recognized visual artists. Through grants and residency programs, the foundation seeks to stimulate creative inquiry and encourage new modes of making and thinking about art.

Vision:

Ed Levine described the foundation "not as a philanthropic endeavor but as a way to return gifts of assistance provided to me."

In keeping with this vision and inspiration, Harpo Foundation:

- affirms the centrality of the artist in the world of art
- supports artists who fall outside institutional networks
- extends the experience of art and art making

Position Overview: The Program Manager is responsible for the management of the foundation's programs under the direction of the Executive Director. Over twelve grant cycles, the foundation has made over 130 grants to visual artists and non-profit organizations totaling over \$900,000.00. Now, after embarking on a new growth phase, the foundation seeks a qualified Program Manager to join our team to manage the day-to-day operations, systems and workflow management of the foundation's grantmaking and residency fellowship programs in addition to providing management support to a new residency program at Founder, Ed Levine's former home and studio in South Royalton, Vermont. The Program Manager will also support the stewardship of Ed Levine's archives and art work at the direction of the Executive Director.

The ideal candidate will be inspired by the mission of the foundation and an experienced art professional with a demonstrated interest in, knowledge of and passion for contemporary visual art.

SPECIFIC RESPONSIBILITIES:

Grants Management

- Prepare and manage open, transparent, accessible, and efficient application processes and ensure proper due diligence of all proposals.
- Design and improve the foundation's application platforms to streamline and automate processes to improve workflow and efficiencies.
- Help shape standards and deadlines for proposals, including required documents, and fields to be added / tracked in grants management system.
- Manage funding requests for completeness, eligibility, and compliance with IRS regulations.
- Maintain accurate and current data in grants management system, including contact updates, and grant cycle information.
- Support recruitment of qualified, diverse, and independent grant review panelists
- Draft correspondence templates, including award agreements.
- Correspond regularly with partner organizations regarding fellowship programs to ensure goals of collaboration are met.

- Seek opportunities to assist grantees and artist fellows in ways other than financial.
- Share feedback from artists and organizations as appropriate with the Executive Director.
- Maintain online files of artists' correspondence, application materials, exit interviews and visual documentation.

Residency and Sculpture Tours

- Develop annual call-for-applications and facilitate its distribution.
- Manage the review of incoming applications and support the artist selection process.
- Participate in pre-residency planning efforts with incoming resident artists, community and organizational partners, and Residency Manager.
- Develop communication and outreach efforts that will promote dialogue between the artists and the South Royalton community and Vermont Studio Center artists-in-residence, staff and community.
- Manage and update the website.
- Work closely with the Residency Manager to develop and maintain contracts, schedules, and planned events with the artists for the residency period.
- Work closely with the Residency Manager to ensure exit interviews take place at the end of each residency and share with the Executive Director.

General Program Management

- Maintain annual program management calendar. Schedule and track relevant deadlines.
- Collect and maintain documentation of artists' work and process for use in internal and public communications.
- Manage the foundation's publicity and outreach, including regularly updating and maintaining the website.
- Maintain contact with alumni artists over time to include updates about them on the foundation's website.
- Assist the Executive Director in the implementation of short-term and long-term plans for stewardship of Founder Ed Levine's archives and art work
- Contribute to and manage special projects, as requested by the Executive Director
- Maintain relevant electronic and paper records. Conduct periodic audits to ensure quality and completeness of data entered.
- Maintain a working knowledge of significant developments and trends in the field.
- Ensure that the foundation's program activities are consistent, equitable and focused on maximizing impact and effectiveness for the foundation and its grantees and artists-in-residence.
- Represent the foundation professionally by attending foundation, community, and grantee events as appropriate.
- Participate in ongoing professional development opportunities as appropriate.

POSITION REQUIREMENTS:

- Bachelor's degree or equivalent life experience
- Minimum 5 years professional experience in non-profit arts management, preferably in a grant management related role
- Demonstrated experience and interest in contemporary visual art
- Superior organizational skills and detail-oriented with attention to accuracy, deadlines and ability to prioritize
- Excellent inter personal skills with strong customer service orientation, particularly when working with grantees
- Keen analytical and critical thinking skills; an eye towards system improvements
- Comfortable working with a wide range of people as well as able to work independently and as a member of a team
- Results-oriented with the ability to set and follow realistic goals and objectives
- Flexibility to adapt when faced with changing needs and priorities
- Proficiency with standard computer programs and experience with grants management systems preferred
- Proficiency with website management systems and Social Media

BENEFITS:

- Competitive Salary

- Retirement plan with 3% employer contribution
- \$250 contribution to healthcare insurance premium for the employee
- Generous time off for vacation, holidays, personal and sick time
- Flexible schedule
- An open and supportive work environment with co-workers who are passionate about our mission

TO APPLY:

Please send a resume and cover letter to:

PMsearch@harpofoundation.org

Subject line should include your last name and position title as "Program Manager"

Submission deadline: March 19, 2021

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Harpo Foundation is committed to a diverse workplace and strongly encourages applications from all qualified individuals, as such the foundation is committed to a policy of equal employment opportunity and makes decisions based on the merits of each candidate.

The Harpo Foundation prohibits discrimination based on an individual's race, color, religion (including all aspects of religious beliefs, observance or practice, including religious dress or grooming practices), sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding), sexual orientation (including heterosexuality, homosexuality, and bisexuality) national origin, ancestry, citizenship status, age, marital status or registered domestic partner status, uniformed service member or veteran status, physical or mental disability, medical condition, genetic characteristics or information, or any other basis protected by law. The foundation will afford equal employment opportunity to all qualified applicants as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.