
Reports to:	Program Officer, Learning and Community Engagement Director
FLSA Classification:	Non-exempt
Last Revised:	February 15, 2024
Position Status:	Temporary, .5 FTE (three-year pilot program)

Position Overview:

The Individual Artist Grants Program Associate will support the Foundation's grantmaking for both artists and nonprofit organizations. Reporting to the Program Officer/Learning and Community Engagement Director, this position will work closely with their colleagues to launch a grantmaking program that builds upon the Miller Foundation's history of funding individual artists through collaborations with other funders, while focusing on directly supporting working artists in Oregon.

The Program Associate will bring to their work a passion for supporting the arts and artists in refining, launching, and overseeing a three-year pilot program to fund individual artists in Oregon. They will appreciate a highly collaborative team that values learning, curiosity, flexibility, and mirroring the Foundation's trust-based model of philanthropy in the way in which the team operates internally.

Summary:

This role provides thought leadership to the Miller Foundation in the refinement and administration of the new Individual Artist Grants program. In this role, they will provide essential support for the grant application and review processes, managing internal and external communications related to application cycles, and reporting. This person will serve as the primary point of contact for applicant inquiries, providing guidance and support to potential and current grantees and to the external panel that will make funding recommendations to the Miller Foundation board of directors.

This is a non-exempt position, including office hours Monday through Friday, with very occasional weekend and evening meetings. This position is eligible for a hybrid office schedule following an initial orientation period. However, there will be specific times (including supervisory meetings, grant panel meetings, board meetings, etc.) that will require mandatory in-person attendance.

Primary Responsibilities:

- Oversee implementation, evaluation, and continuous evolution of the grantmaking program
- Manage the grant life cycle, including refining and disseminating grant guidelines, the application, the review process, and funding decisions
- Coordinate outreach for the Individual Artist Grant program, with specific efforts to solicit a diverse pool of applicants from communities statewide
- Serve as the primary point of contact for grant-related inquiries, providing guidance and support to applicants and grantees
- Host informational webinars for potential applicants and orientations for grant recipients
- Coordinate the selection, orientation, and work of panelists

JOB DESCRIPTION: PROGRAM ASSOCIATE

- Manage correspondence with applicants and provide them with feedback related to grant decisions
- Coordinate with Grants Manager and Finance Manager for tracking of grant agreements, payments, and other necessary documentation and data
- Draft program-related communications, including website content, internal reporting, external outreach, and grantee storytelling
- Solicit feedback about the program, including collecting input from applicants, grantees, panelists, and Miller Foundation staff and leadership
- Evaluate program on a regular basis and provide recommendations at the conclusion of each grantmaking cycle to shape future program development and evolution
- Perform other duties as assigned

Required Experience:

- Demonstrated experience administering a grantmaking program or a similar role within a philanthropic organization
- Preferred bachelor's degree or commensurate work experience
- Familiarity with Oregon artist networks and the arts sector in Oregon (including knowledge of artistic disciplines, funding trends, and emerging practices)
- Familiarity or direct experience with grants management software (e.g., Foundant or other software), online meetings (e.g., Zoom or other platforms), and Microsoft Office Suite
- Proven success with program outreach using a variety of communication methods
- Lived experience or prior success working with diverse cultures and communities and a demonstrated commitment to eliminating barriers and increasing access and transparency in grantmaking

Required Skills/Abilities:

- Ability to prepare clear and concise reports and correspondence and to make presentations
- Attention to detail
- Demonstrated project management and organization skills
- Ability to self-direct your work while engaging collaboratively with colleagues and external partners

Physical Demands:

The majority of work will be completed in a general office environment with exposure to moderate levels of noise in a well-lit, well-ventilated and fast-paced environment; continuously required to read computer screen. Travel across the state of Oregon is expected to be limited but could be up to 10% of the time on the job.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.