

Cattaraugus County Arts Council Position Description

Position title: DEC Coordinator

Position: Hourly

Supervisor's title: Executive Director

General description: This position provides all aspects of the administrative management of NYSCA's (New York State Council on the Arts) Decentralization regrant program(s) in Cattaraugus, Allegany, and Chautauqua Counties as well as administration of other granting programs as available to CCAC. This position also provides additional support for many of CCAC's programs, services, and events in coordination with the Executive Director. This position also provides general office function support as needed. This position requires moderate travel, and some evening and weekend work obligations.

Decentralization Regrant Program

This position is the administrative manager for all functions of the 3 regrant program(s) wholly funded by the New York State Council on the Arts and locally administered by the Cattaraugus County Arts Council in Cattaraugus, Allegany, and Chautauqua Counties. Responsibilities will be fully detailed in a discrete position description as outlined in the New York State Council on the Arts' manual for Decentralization programs and operations. The general responsibilities of the managements of the Decentralization program are, but not limited to:

- Annually prepare grant proposal and budget for submission to NYSCA to request funding to support the regrant programs and administrative compensation. Work in coordination with Executive Director on the annual NYSCA grant application process
- Create annual program budget according to funding levels and manage budget to spend down completely
- Revise and update the guidelines and applications for all grants that are administered by CCAC
- Develop marketing and promotion plan for grant programs
- Develop technical assistance and outreach strategies for each county
- Schedule series of pre-application assistance workshops throughout the region of jurisdiction, accommodating times for both day and evening attendees. Workshops will cover topics related to all aspects of the funding programs, basic grant writing skills, and assistance to applicants for program development.
- Provide on-site assistance and response to requests for technical and/or developmental assistance throughout the grant open application period.
- Interview and confirm panelists to review grant applications and schedule grant review sessions at which time funding amounts are determined. At present, two panels are convened with each panel required to have no fewer than 7 panelists.
- Prepare cultural services agreements for successful grant applicants and fully execute all require paperwork as per NYSCA
- Prepare denial letters for grant applicants and execute the appeals process as required per NYSCA
- Prepare panel comments to be conveyed verbally at request of grant applicants
- Plan and execute tri-county awards reception

- Maintain ongoing communication with grant recipients throughout the duration of the contract period. Assure that all applicants expend grant awards appropriately. Assure that all applicants close out contracts with required final reports.
- Prepare final regrant reports and submit to NYSCA as required
- Prepare final program reports and submit to NYSCA as required
- Maintain ongoing and open communications with NYSCA staff, and attend annual DEC retreat
- Maintain all paperwork, documentation, financial accountability, and professional administration of NYSCA funded grant program(s) and communication and coordination with CCAC's Executive Director
- Provide year round communications and assistance with grant and jurisdictional constituents. This position is the primary responder for requests for programmatic, organizational, developmental, and technical assistance from constituents within the jurisdiction and throughout the region.
- Manage and administer all other grant programs that are non-NYSCA funded
- Audit at least 75% of grant funded events

Communications

- **Email alerts:** provide information on timely events and activities
- **Social media:** maintain timely updates related to the grants for all social media programs including Facebook, Twitter, etc.
- **Newsletter:** provide articles and information to be included in print newsletter
- **Press releases:** assist in the preparation press releases for all grant and instructional programs as needed
- **Public speaking:** speak publicly about CCAC's programs and services as needed
- **Advocacy/Development:** maintain ongoing communication with local, regional, state, and federal representatives for arts funding and advocacy. Build relationships and liaison with stakeholders and gatekeepers in the arts and all other sectors.

Operational Support

- General support for CCAC programs including the Southern Tier Biennial, CCAC Gallery Exhibitions, Routes to Art, Art in the Park, Celebration of the Arts and Jamestown Community College Center Gallery exhibitions, and other programs to be determined
- General office support duties such as filing, greeting visitors, phone calls, retail store sales
- Oversee volunteers and interns on an as needed basis
- Assist with organizational fundraising efforts and events
- Represent CCAC at external functions and events
- Schedule office hours in coordination with Executive Director to assure consistent and daily office coverage

Essential skills

Post-secondary degree desirable but not required. Candidate must have working knowledge of all Microsoft applications including but not limited to Word, Excel, and PowerPoint. Graphics management, publishing, and Photoshop and InDesign experience a plus. Candidate must be able to formulate business and professional communications. A background or experience in the arts, nonprofit management, creative industries, advocacy, and teamwork would be desirable. Knowledge and experience with the grantmaking process and/or grantsmanship a plus. Candidate must be outgoing, flexible, creative, able to multi-task and work against

deadlines. Must maintain consistent communication with other staff. Must have reliable transportation and be able to work flexible hours including evening and weekend events.

Interested applicants should submit a cover letter, resume and contact information for three professional references to Tina Hastings, Executive Director at tina@myartscouncil.net by Monday, October 23, 2017.