



JOB DESCRIPTION

JOB TITLE: Arts Program Operations Manager	FLSA: Part-Time Hourly (30 Hours/wk)
Position Purpose: Grants and Donor Support	Date Posted: 11/07/2024
Access to Sensitive Data: Yes	Salary: \$25.00/Hour
Reports To: NAIA Executive Director	

Job Summary

The Arts Program Operations Manager will work with the NAIA Board, Executive Director, and staff to identify, define, and develop funding sources to support existing and planned arts and cultural program activities. The Arts Operations Manager will be asked to participate in the preparation, review, and submission of grant proposals to federal, state, and private funding agencies. The Arts Operations Manager will work with the Grants Administrator to complete all reporting obligations necessary to meet grant requirements. The Arts Program Operations Manager will be responsible for organizing and following up with development of a strategic plan for the Association's planned Circle of Life Indian Cultural Center including fundraising, Native American cultural arts education programming, and general operations planning.

The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by federal, state, and private funding agencies and sources.

Primary Functions

- Research and identify potential government, corporate, foundation, and private funding sources whose missions may align with that of NAIA;
- Plan and execute a strategic plan for NAIA to build the Circle of Life Indian Cultural Center; identify key stakeholders and partners to help design the main cultural and artistic museum components of the Cultural center; identify and hire a strategic planning facilitator; identify and hire cultural consultants as needed; develop a business operations proposal and strategy for the Cultural Center;
- Assist with creative elements of promoting planned programs for NAIA on social media including Facebook, Twitter (X), Instagram, LinkedIn, and our monthly newsletter;
- Assist with creative elements of promoting planned programs for NAIA in printed format such as flyers, informational sheets, cultural informative publications, lesson plans, etc;
- Work with appropriate NAIA Board Members, personnel, and volunteers to research, develop, write, and promote Native American arts and crafts programming opportunities and installations for the Cultural Center;
- Provide status reports and necessary follow-up information on the progress of strategic planning work

- to the NAIA Executive Director weekly;
- Develop and maintain a master file on strategic planning and plans of work for Cultural Center operations;
 - Remain up-to-date on current issues related to grantor and donor requirements and all applicable regulatory guidance;
 - Meet regularly with NAIA Board President and Executive Director to discuss current and new funding needs of the agency;
 - Review available accessibility requirements to ensure compliance with federal accessibility rules to receive federal funding for the Cultural Center and participate in required training for artsHERE federal funding;
 - Travel to meet with different Tribal cultural experts on Reservations, developing relationships with Native American cultural experts in person and online;
 - Adhere to policies and procedures of NAIA;
 - Maintain confidentiality of all NAIA business and client information;
 - Regular and predictable on-site attendance is a job requirement, as deemed necessary by the NAIA Executive Director;
 - Other duties as assigned.

Minimum Education, Skills and Abilities

- Bachelor's degree required;
- Significant writing experience required;
- Comprehensive knowledge of Native American culture and engagement with funding sources aligned with the mission of NAIA;
- Ability to work effectively under pressure;
- Excellent writing and verbal skills;
- Highly organized with the ability to implement systems and follow-up processes;
- Proficiency in research and business operations;
- Excellent Computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills;
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.

Preferred Education, Skills and Abilities

- 3 to 5 years of experience in the nonprofit sector;
- Experience working with Native American groups and cultural competency;
- Previous strategic planning and nonprofit business operations experience;
- Experience processing payroll and developing organizational budgets;
- Previous experience in capital fundraising

Work Environment

- Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use; frequent stressful conditions (cardiovascular).

Special Requirements

- Position is contingent upon receipt of grant funding, spending and reporting in alignment with grant specifications.