MISSION STATEMENT:
The mission of the Black Belt Community Foundation is to forge a collective stream of giving from the community and other sources so we, the people of the Black Belt, can enhance our continuing efforts to lift ourselves by taking what we have to make what we need.

JOB SUMMARY:
The Program Director manages all aspects of the Foundation’s arts grant process from concept to award or declination in the twelve-county region. Monitors grant implementation and assures grantees are complying with grant requirements. Prepares and collects summary and supplemental information on grant proposals for review by grant making committees, and staff. Communicates with grantees and prospective grantees to assist them with completing the application process and complying with the terms of any grant agreement.

RESPONSIBILITIES & DUTIES:
The duties and responsibilities listed are intended to describe the general nature and level of work to be performed in this position and are not to be construed as an exhaustive list of the requirements of this job. Performs other duties as assigned.

Program Responsibilities
- Develop positive working relationships with community leaders, artists, community-based non-profit organizations, and BBCF’s partnering organizations and agencies
- Publicize the Black Belt Arts Initiative program throughout the coverage area
- Solicit grant proposals from community-based organizations
- Conduct meetings and training workshops for potential applicants and funded organizations
- Monitor and evaluate funded projects
- Compile and maintain accurate records and reports
- Provide technical assistance to funded organizations and assist community groups in leveraging other resources
- Identify, coordinate and/or implement organizational development opportunities for community organizations
- Develop and maintain a database of artists and art focused organizations in the region
- Research potential grantees and maintains close contact with community agencies, and planning organizations, occasionally prepare research reports and studies on specific community needs and issues, collaborate with other foundations and local organizations in developing special grant initiatives.
- Actively participate in community planning efforts, attend workshops and conferences
- Coordinate Foundation’s grant support with other grantors and sources of funds
- Consult with planning organizations, confer with appropriate agencies, and make site visits as needed in reviewing grant requests to formulate recommendations.
- Coordinate current and/or potential regional arts projects administered by BBCF
- Assist with all other programs, events, and operations of BBCF

Communication & Outreach Responsibilities
- Promote the mission of the Black Belt Community Foundation consistent with the goals and objectives shared by the President and the Board of Directors
- Promote and stimulate further development of public philanthropy in the 12-county region.
- Work with all committees in developing and implementing initiatives in the twelve counties, which are consistent with the Foundation’s overall objectives.
- Assist donors, board members, grantees and the public in a courteous, helpful and respectful manner with everyone given equal consideration.
- Support the Black Belt Community Foundation’s practice of encouraging diversity, equity and inclusiveness as the cornerstone of all it does.
- Cultivate and maintain relationships with the media.
- Reach out to and work with the non-profit community to strengthen relations with the Black Belt Community Foundation and serves as technical assistance resource.
• Represent the Black Belt Community Foundation at various community activities and events.
• Work with Development, Marketing and Communications, and Grant Making Committees to draft and implement outreach plans within the eight counties for specific markets, including regional, retirement communities, individuals, corporations, non-profits and professional advisors.
• Assist grant applicants as needed to help them craft proposals in conformance with the guidelines and maintain good communication with individuals regarding the types of projects
• Collaborate with the President to review, research and evaluate local community grant proposals, assuming primary responsibility for specified groups of proposals.

Ideal candidate will:
• Minimum 5 years of grant management experience (grant writing, monitoring, executing with ability to train others in said skills)
• Proven experience as a leader and program manager
• Thrives on setting the highest standard of excellence in personal conduct and performance
• Exceptional honesty, character, integrity and reliability
• Treats everyone with the utmost decency and respect
• Capable of quickly establishing credibility with all colleagues and the public
• Drives culture in a very positive way
• Great team player and self-motivated
• Commitment to public service and improving the Black Belt community
• Strong organizational and planning skills in a fast-paced environment
• Good analytical and problem-solving skills; able to prioritize
• Knowledge and principle and practices of organization, planning, records management, research and general administration.

Requirements
• Bachelor’s degree in a related field and or comparable experience in overseeing arts related programs
• Willingness to work flexible hours, evenings and weekends
• Excellent oral and written communication skills.
• Excellent time management skills and ability to multi-task and prioritize work
• Ability to prioritize and manage multiple, competing tasks and project deadlines simultaneously, with attention to detail
• Strong organizational skills
• Ability to work well with diverse populations
• Familiarity of Black Belt community-based organizations
• Exhibit sound judgment, follow work through to completion, and meet high work standards
• Proficiency in Microsoft Office (e.g. Excel, Word, etc.) and ability to learn proprietary software.
• Must pass physical examination, background check and fingerprinting screen.
• Driver’s license (in good standing) required.

Salary: Salary will commensurate with experience
Benefits: 401K with 5% employer match, medical and dental benefits; vacation & sick leave
Location: Selma, Alabama with remote hours available (reliable, and punctual in-person presence is required for Alabama State Council on the Arts monthly meetings and at other BBCF meetings and events as designated).

To apply: Submit cover letter, resume and recent references to HR@blackbeltfound.org
Deadline to apply: open until filled

We are an equal opportunity employer, committed to creating a diverse and healthy work place.

www.blackbeltfound.org

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