

Position Title: Philanthropy Fellow Consultant, Arts & Culture

Reports to: Celeste C. Smith, Program Officer for Arts and Culture, The Pittsburgh Foundation
Shaunda McDill, Program Officer, Arts and Culture, The Heinz Endowments

Position Status: Temporary, not to exceed six months, part-time, exempt

Overview

In 2019, The Pittsburgh Foundation and The Heinz Endowments are announcing a six-month opportunity for an individual to serve as a Fellow working with both foundations on the Investing in Professional Artists and Advancing Black Arts programs. The Investing in Professional Artists program provides resources to professional artists for the breadth of the creative process, from concept to completion. The Advancing Black Arts in Pittsburgh program was established to help build the careers of individual artists, increase the sustainability of cultural organizations focusing on black arts, and boost community awareness of the black arts sector. These joint grant-making programs are a shared commitment to helping create a vibrant cultural life in Pittsburgh and the region.

The Foundations are seeking an individual with a demonstrated interest in philanthropy who seeks to work with nonprofit arts and culture organizations and the public sector of Allegheny County to advance arts and culture through research, program management and network development. A competitive candidate will have a keen understanding and interest in racial equity and inclusion within the sector. This is a six-month, part-time, paid assignment during which the Fellow will gain experience in operationalizing the goals and values of the Foundations' 100 Percent Pittsburgh and Just Pittsburgh organizing principles as they pertain to arts and culture in the region.

The Fellow will work in tandem with arts and culture staff on 2019-2020 Program activities and participate in the design of initiatives that are developed in response to research and evolving needs within regional arts and culture communities and will also work with staff to read and respond to grant-making proposals in both program areas. Under the direction of the Arts Partnership Team, the Fellow will:

- Work in the service of artists and organizations with a mission to act as an advocate for artists and their careers.
- Serve as a thought-partner in evolution of programs.
- Share and amplify respective Foundation visions and program imperatives.
- Examine our grant-making practices to reduce barriers to accessing philanthropic support (especially for groups that, historically, have been underfunded by foundations).
- Assist in the development and adoption of targeted strategies to address gaps in the Program Portfolio.
- Identify critical community issues that arise as a result of social and political systems that sustain social injustice, racism and poverty.
- Plan and coordinate events and meetings.
- Coordinate select aspects of the grant recommendation panel processes, including scheduling, agendas, recordkeeping, minutes and communication with panelists

- Administer and track the life cycle of all grants from application through approval or decline, reporting and grant closure, including applicant and grantee correspondence and support.
- Collaborate with Program staff to create high-quality documents containing accurate grant and program-related write-ups and documentation consistent with Program/policy guidelines, style manual and Foundation deadlines.
- Assist in coordinating efforts between and among members of TPF and THE Communications and IT departments for the promotion of the program and effective distribution of information to the field.
- Be familiar with all Foundation policies and procedures relating to grantmaking and create and/or update operating procedures for these processes to increase efficiency.
- Undertake other special projects and tasks as needed.

Qualifications

A bachelor's degree in a related arts or humanities discipline and/or three years of experience in a mission-aligned nonprofit arts and culture organization with exposure to the philanthropic sector is preferred.

Key Competencies

- Deep level of knowledge of one arts and culture discipline.
- Highly refined planning and organization skills.
- A level of attention to detail which creates 'right the first time' outcomes and a consistent pattern of 'follow-up' on critical items.
- Strong oral, written and interpersonal communication skills.
- Adaptable and versatile in a changing work environment.
- A level of personal motivation that is conducive to independent work and effective team contributions.
- The ability to identify potential improvements to the efficiency of the program area and to introduce these ideas to other staff members.
- Must work to the highest standards of integrity and confidentiality.
- Required to have an adequate level of computer skills to effectively use programs systems utilized by both foundations.
- Positive attitude, sense of humor and a commitment to being part of an energetic and goal-oriented work environment.
- Curiosity, strong research and communication skills, and the ability to examine, analyze and interpret data from multiple secondary sources.
- Creative and analytical writing and skills, including the ability to design new strategies, ask relevant questions as well as to synthesize information into a coherent report or proposal.
- Ability to manage multiple priorities and manage deadlines and to work independently.
- A commitment to integrity, transparency, honesty and cultural humility in working with internal and external stakeholders.
- Proficiency in Microsoft Office Suite and other business-related applications.

To APPLY

Interested candidates should submit resume and cover letter to Jobs@pghfdn.org. Applications are due by July 1, 2019 with the fellowship to start on or about July 29, 2019. No phone calls please. THE PITTSBURGH FOUNDATION AND THE HEINZ ENDOWMENTS ARE EQUAL OPPORTUNITY EMPLOYERS COMMITTED TO DIVERSITY AND INCLUSION.

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