

**Maryland Citizens for the Arts
Position Vacancy Announcement
Program Manager**



Organization Overview

MCA is a statewide arts advocacy organization, founded in 1977 to represent all Maryland artists and arts organizations of all disciplines. Its principal mission is to promote and secure adequate funding for the Maryland State Arts Council and to advocate for the arts at the state and federal levels. MCA also carries out research and education to increase public recognition and support of the arts in Maryland. www.mdarts.org

Position Overview

The Program Manager for Maryland Citizens for the Arts (MCA) is a full-time exempt position that reports directly to the Executive Director. MCA is looking for an enthusiastic mission driven individual with a passion for arts advocacy and providing service for the arts sector throughout Maryland. This position is responsible for ensuring successful streamlining and organization of all internal and external activities at MCA. In addition to day-to-day operations, this position also helps to advance new and existing programmatic offerings and stewards positive relations with stakeholders, donors and membership organizations.

Program

- In collaboration with Executive Director (ED), create and develop MCA programming, including: Maryland Arts Day, ArtsLAB, and any other current or new initiatives
- Manage Emerging Arts Advocates program
- Identify needs in the field for alternative programming opportunities
- Key point person for all events, activities, and committee members
- Edit all printed materials created for events
- Coordinate all event planning and management with Event Co-chairs and Committee including securing venues, managing contracts, general event communications
- Create and coordinate all organizational marketing initiatives
- In collaboration with ED, create annual report
- Regular writing and updating of website

Advocacy

- Schedule visits with legislators and Executive Branch personnel
- Point person for Voter Voice constituent data
- Send Voter Voice alerts to inform constituency of advocacy developments
- Schedule and coordinate conference calls to the field
- Schedule and manage logistics of pre and post legislative briefings with field
- Coordinate sending of thank-you letters to legislators
- Write queries to segment data as per Executive Director's needs, so targeted notices can be sent (example: respondents, non-respondents, new subscribers, etc.)

- Posting of information on website about House and Senate budget subcommittees, recent testimony by MCA Board members, and MCA legislative talking points

Development

- Design for the efficiency and structure of a donor database
- Create procedures for data entry, receipting, and reporting
- Write and design (or work with a designer) to create donor cards, inserts, appeal packages, email solicitations.
- Assist ED with Board solicitors on corporate, foundation, and individual fundraising
- Assist ED with creating grant proposals and application packets
- Work with Trustees to compile individual solicitation lists
- Research new funding sources and stay attune to what is happening in philanthropy, in new requests for proposals, and announcements of major business activity in the state
- Pull and analyze giving history and trends

Business Affairs and Financial Management

- Liaison with outside contractors for IT services, software, and back-ups
- Ensure proper forms are kept, assure compliance with employee ID rules, keep files on insurance coverage, keep key logs, records of parking permits issued, emergency contact information for employees, ADP quarterly filings, etc.
- Printing projects management and liaison with vendors; order supplies, office equipment, arrange for repairs
- Review invoices and statements, monitor contracts and renewals, ensure invoices are paid on-time, send checks requiring double-signatures to Board Chair
- Accounts receivable: monitor pledges and grant awards, invoice MCA dues
- Maintain files for checking accounts, investments, vendors, leases, etc.
- Monitor costs of merchant account used for events and donations/memberships

Member Organization Dues Management

- Manage MCA dues collection and maintain most current information on members.
- Compose appeal letters, acknowledgment letters, donor recognition rosters, producing in-house mailings, generating reports to measure goals against actual
- Create annual and quarterly membership reports

Board Administration

- Schedule and communicate Board/Committee meetings and conference calls
- Work with committee Chairs and ED to create and distribute meeting agendas
- Coordinate meeting setups with host organization
- Maintain board contact information and board archives (minutes, documents from meetings, etc.)
- Prepare materials for meetings and if necessary, arrange for refreshments

Qualifications

- Bachelor's or Master's Degree, or equivalent experience in the arts and culture field
- Three or more years of experience in arts or non-profit management, with emphasis on program administration, membership, development and arts advocacy
- Experience with project management especially in regards to event programming, budgeting, timeline adherence and communication
- Experience working with membership and fundraising programs
- Demonstrated strength in program development including design, implementation and evaluation
- Experience with fundraising and budgeting software (i.e. Blackbaud, eTapestry, QuickBooks)
- Excellent written and oral communication skills
- Strong interpersonal skills
- Ability to balance and prioritize multiple projects against competing timelines
- Ability to maintain strong interpersonal relationships with staff, members, and field at all levels
- Experience working with local arts agencies and local arts development—programs, services, and operations
- A collaborative nature and positive attitude
- A commitment to building and advocating for equitable and accessible arts programming for all Marylanders

Compensation

Competitive salary commensurate with candidate's experience.

Generous benefits package that includes medical, dental, Simple IRA with employer match, vacation, and sick leave.

Job Submission Requirements:

Submit resume, cover letter (including salary requirements and 3 references), and writing sample, to info@mdarts.org. Please include the subject line: "Program Manager Application" with your submission.

No phone calls please.

MCA is an equal opportunity employer