CREATE
Council for **R**esources to **E**nrich the **A**rts, **T**echnology **& E**ducation
Formerly the Greene County Council on the Arts
P.O. Box 463, 398 Main Street
Catskill, NY 12414

COMMUNITY GRANTS COORDINATOR
PART-TIME (24 hours/week)

CREATE Council for **R**esources to **E**nrich the **A**rts, **T**echnology **& E**ducation
Formerly the Greene County Council on the Arts is a nonprofit arts service organization providing essential services to artists, arts organizations, cultural and educational institutions, civic groups, community agencies and the general public. Now entering its 44th year, The Council has expanded its role as a regional arts council serving three counties in New York State-Greene, Columbia & Schoharie. Beginning 2020, all programs and activities will be presented under **CREATE - C**ouncil for **R**esources to **E**nrich the **A**rts, **T**echnology & **E**ducation. The major focus of **CREATE** is to strengthen the regional perspective, bridge emerging gaps among the respective counties while acknowledging their distinct paths, relations and artistic endeavors. Directed by a professional staff and a volunteer Board of Directors with support from community volunteers, **CREATE** celebrates artistic and cultural diversity and inspires creative engagement.

OUR MISSION
CREATE's mission is to support and advance the arts and cultural community by enriching creative resources and economic growth in the region.

POSITION DESCRIPTION
CREATE's Community Grants Coordinator administers the Decentralization Grants Program with funding from and in partnership with the New York State Council on the Arts, awards over $123,000 annually for Arts Education, Community Arts Projects, and individual artist support in Greene, Columbia & Schoharie Counties.
The position will coordinate the re-granting process in Greene and Columbia counties.

CREATE COMMUNTY ARTS GRANT PROGRAM
In 1986, at the invitation of the New York State Council on the Arts (NYSCA), The Council established its Community Arts Grants (Decentralization) with funding provided by NYSCA to non-NYSCA supported community based nonprofit organizations and individual artists. By 1997, the program grew to include Arts Education and Community Arts Grants for Columbia County in addition to Greene County. In 2012, The Council accepted and assumed the administration of same programs for Schoharie County, thus providing Re-granting in three counties. CREATE's Community Arts Grants provide funding for arts and cultural programming through three categories: Community Project Support, Arts Education and Individual Artist Grants.

QUALIFICATIONS
Undergraduate degree in the arts, education or relevant field, experience working in an office setting, preferably in a not-for profit.

THE IDEAL CANDIDATE WILL HAVE:

- A passion for and knowledge of the region's community arts scene and presenting organizations.
- Solid administrative skills that include an ability to establish and stick with long-term planning calendars, learn funding requirements & guidelines and apply them to particular proposals, maintain organized records, and report on program outcomes.
- Strong written and spoken communication skills to accomplish program outreach and publicity goals, including explaining the grant program and its requirements to potential applicants in group seminar-style meetings and one-on-one conversations.
- The ability to schedule and attend evening and weekend meetings and events.
- A valid driver's license and reliable transportation to communities throughout Greene and Columbia Counties.
- Strong computer skills and familiarity with Windows operating systems, Microsoft Office Suite (Excel, Word, PowerPoint) and Online Application Management Solutions and Software.
- Experience in grants management and/or website maintenance a plus.

RESPONSIBILITIES

- Manage aspects of **CREATE** Arts' re-granting programs:
- Master NYSCA and **CREATE** Art grant program guidelines, priorities, and criteria
- Update application materials
- Market grant opportunities and technical assistance seminars
- Design and distribute print material
- Update website
- Contribute to newsletter
- Prepare and distribute press releases
- Schedule and deliver off-site technical assistance seminars about the programs
- Assist applicants in in-person and telephone meetings; responding to questions on email
- Orient and oversee grant selection panels
- Audit funded programs
- Publicize grant awardees
- Organize annual Grant Award Ceremony
- Convene steering or advisory committees for the grant programs
- Keep detailed program-related records
- Report program outcomes in accurate minutes for the Board and in NYSCA final reports
- Contribute to the drafting of annual NYSCA grant application
- Assist in general marketing, programming, and fund development
- Contribute to general organizational marketing, newsletter, and website
- As time permits, provide administrative support to **CREATE**'s exhibition, performance, and other programs

Other Duties as Required

Included, but not limited to, assist in the day-to-day operations of a bustling public space; help answer phones, monitor the gallery, answer questions about **CREATE** and our programs, etc.

TO APPLY

Please send or email: cover letter and resume including contact information for three professional references to:

Marline A. Martin
Executive Director
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Formerly Greene County Council on the Arts
P.O. Box 463
Catskill, NY 12414
E-mail: gcca@greenearts.org
Re: Community Grants Coordinator