Job Title: **Part-time Artists Empowerment Liaison**

The Darryl Chappell Foundation ("Foundation") is a public charity, 501(c)(3) located in Washington, DC. The mission of the Foundation is to empower Afrodescendant artists to achieve their highest potential. We envision a day where a community of artists are impacting their local community in positive, mind-altering, ways through art. The Foundation funds artists-in-residence, artists talk series, community art, and curates an online artists marketplace. In addition, the Foundation provides access to mentorship for artists and provides access to free online educational seminars with various industry leaders and experts.

Position Overview:

The Foundation seeks a bilingual (English and Spanish) dedicated, proactive, and highly engaged Part-time Artists Empowerment Liaison to join the Foundation team. As the Artists Empowerment Liaison, you will play a critical role in working with the Foundation's CEO, community of artists, community of mentors, partner organizations, funding organizations, vendors, and directly with the Board of Directors and Strategic Advisors of the Foundation. This is a part-time role involving 20 hours of work per week, with a competitive pay rate ranging between $20 - $22 per hour, depending upon experience. The position is a contracted role through Manpower Group reporting directly to the CEO of the Foundation.

Responsibilities:

1. Engagement and Interface Management (40%):
   - Work directly with CEO on key priorities associated with the operations of the Foundation to including engaging the community of artists, working with partner organizations, working with vendors (e.g., information technology, web developers, commercial printers, graphic designer).
   - Prepare materials for board director meetings and committee meetings; interface with both with the board of directors and the Foundation's strategic advisors on a regular basis
   - Work on other duties as assigned by the CEO

2. Website and Artists Marketplace Management (25%):
   - Ensure the organization's website reflects its mission of empowering artists and serves as a platform to showcase the work of Afrodescendant artists.
   - Oversee the smooth functioning of the Artists Marketplace, providing a platform for artists to connect with art enthusiasts and potential patrons.
   - Play a coordinating role with migration to eCommerce site and marketplace expansion

3. Social Media Content (20%):
- Create compelling and inspiring content for various social media platforms, including Instagram, Facebook, LinkedIn, Twitter, and YouTube.
- Utilize social media to amplify the voices and artwork of Afrodescendant artists, promoting community engagement and awareness.

4. Productivity Tools (15%):
- Identify opportunities to leverage Artificial Intelligence productivity tools to streamline nonprofit operations and enhance support for artists.
- Stay updated on relevant technological advancements to benefit the Foundation and the community of artists

Requirements:

- Bilingual (English and Spanish)
- Proficiency in both written and verbal communication in English and Spanish.
- Experience in social media management and content creation, with a focus on promoting artists or art-related initiatives.
- Passion for empowering artists and dedication to promoting the needs of artists
- Artist-centric
- Creative, design mindset
- Familiarity with AI productivity tools and an eagerness to explore innovative solutions to support to streamline business operations.
- Competency in using Microsoft Office products, such as PowerPoint, Excel, and Word, for various tasks.
- Excellent organizational skills, self-motivation, and the ability to work independently often.
- Previous experience in roles related to working with board of directors, artists, vendors, artists, and nonprofit organizations.

Qualifications:
- Three to four years of related work experience
- Demonstrated ability to be a self-starter
- Alignment with the Foundation's core values (integrity, collaborate with others, Helping Others, Value Aesthetics, Get the Right Things Done Right, Financial Self-Sufficiency, Continuous Improvement and Learning)

As the Part-time Artists Empowerment Liaison, you will work closely with the CEO to drive the organization's mission of empowering Afrodescendant artists to achieve their highest potential. If you are dedicated to supporting a dynamic, fast-moving, nonprofit supporting Afrodescendant artists we invite you to apply for this important role.

To apply, please submit a cover letter and resume to Jobs@darrylchappellfoundation.org

The Foundation is an equal opportunity employer, and we welcome applicants from diverse backgrounds who share our passion for empowering artists and promoting artistic expression for positive and transformational social change.