



## **Position Announcement**

### **Deputy Director, Programs**

*Mid Atlantic Arts Foundation develops partnerships and programs that reinforce artists' capacity to create and present work, and advance access to and participation in the arts.*

Mid Atlantic Arts Foundation (MAAF) seeks a dynamic arts administrator for the position of Deputy Director, Programs. The ideal candidate must be a strategic thinker, and have considerable experience and demonstrated success as a senior manager. The Deputy Director, Programs will report to the Executive Director and work in close collaboration with staff, board, and MAAF stakeholders to help ensure that the Foundation's overall strategic and programming goals are met.

#### **The Organization and the Mission**

Mid Atlantic Arts Foundation was created in 1979 as one of six regional arts organizations in the United States. It works collaboratively with state arts agencies, the National Endowment for the Arts, public and private funders, and other service organizations to support artists and arts organizations and their work. In addition to serving the nine jurisdictions that comprise the mid-Atlantic region: Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, US Virgin Islands, Virginia, and West Virginia; MAAF programs also reach to national and international partners.

MAAF functions as a grantmaker, program initiator, project coordinator, developer of resources, and builder of creative partnerships. Its programs cover the full range of artistic expression and include support for creation and distribution of work in the performing and visual arts, artist residencies, artist fellowships, and special initiatives in jazz and the folk and traditional arts.

#### **Responsibilities**

The Deputy Director, Programs will:

- Oversee the development, design, management and delivery of programs of the Foundation ensuring the involvement of a wide cross-section of the Foundation's stakeholders and compliance with appropriate policies and regulations;
- Initiate research intended to lead to the development of new programs within the context of the Foundation's mission, strategic goals, and priorities that will support artists, arts organizations and audiences both within the region and beyond and help to build a stronger infrastructure for the arts;

- Develop methods for evaluation of programs that will determine how well those programs are meeting their stated goals and objectives and the needs of the constituencies to whom they are directed;
- Provide oversight in the review of applications that are submitted as requests for funding ensuring that those applications are appropriately researched and reviewed by panels; advise on the administration of grant processes;
- Supervise and mentor program staff;
- Develop and manage program budgets in consultation with other staff;
- Assist in securing funds to support new and existing program activity through the development of concepts or proposals that can be submitted to potential funders; assist in providing narrative or other information necessary for reporting to grantors;
- Participate in meetings and conferences that have relationship to Foundation initiatives and represent the Foundation's interests;
- Maintain close contact with stakeholders insuring that they have a voice in Foundation activity.

### **Skills/Qualifications**

- A successful arts administrator with experience in community, state, national, and international arts programming and policy.
- A solid record of experience as a program developer, grant writer and grants administrator with strong project management and evaluation skills.
- Demonstrated success as a highly organized and effective manager and leader.
- The ability to think strategically and evaluate issues effectively, analyze budgetary information, and assess organizational capacity.
- Strong interpersonal skills; the ability to build and cultivate relationships; the ability to communicate a strong vision and galvanize, manage and develop staff towards it.
- Excellent and persuasive written and verbal communication skills; foreign language proficiency a plus.
- Proficiency in computer technology including the ability to use various software applications for project and data management, analysis and evaluation.

### **Experience/Education**

- Bachelors' degree required; advanced degree in a relevant field preferred.
- Ten years of progressively responsible and successful experience as a senior level arts administrator with program development, program management, and grant administration responsibilities.
- Demonstrated supervisory experience.
- Experience with funding processes and fundraising.
- Experience working in and broad-based knowledge of the various disciplines of the arts; touring and presenting; and, international cultural exchange.
- Knowledge of and familiarity with the national arts community including artists, arts organizations, and funders.
- Knowledge of the international arts environment.

Deputy Director, Programs Search  
December 2017

**Compensation**

- Competitive salary commensurate with qualifications and experience.
- Excellent benefits package.

**Application**

Please email letter of application, resume, summary of career accomplishments, and names and contact information for three references to [hr@midatlanticarts.org](mailto:hr@midatlanticarts.org) (send file attachments as Word or PDF documents only) or mail documents to:

Deputy Director, Programs Search  
Mid Atlantic Arts Foundation  
201 N. Charles Street, Suite 401  
Baltimore, MD 21201

No phone inquiries, please.

Priority consideration will be given to qualified candidates that submit applications by January 24, 2018.