

Howard Gilman Foundation seeks Program Officer

- *Do you have a lifelong passion for the performing arts?*
- *Have you ever worked at a not-for-profit and labored over confusing and tedious grant applications? Or woken up in a cold, cash-flow related sweat?*
- *Do you want to help New York City's most exciting theatre companies, dance companies, and music ensembles get the resources they need to create exquisite, vital work?*
- *Do you believe that the arts have the power to change lives and make the world a better place?*

The Howard Gilman Foundation is a private foundation with a mission of supporting the performing arts in New York City. Our team-based, holistic approach centers on acknowledging, studying, and empathizing with the unique complexities and needs of non-profit performing arts organizations. As part of an organizational expansion, the Foundation is now seeking a **Program Officer** to work alongside its current five-person team (Executive Director, Senior Program Officer, Program Officer, Grants Manager, and Administrative Assistant).

Specific duties include:

- reviewing, assessing, and proactively cultivating grantmaking opportunities;
- recommending grants for funding by providing critical analysis of strengths, weaknesses, and risks;
- conducting site visits of pending and active projects;
- maintaining a breadth of knowledge about current trends, emerging issues, and innovations in the Foundation's areas of focus;
- representing the Foundation at industry meetings, events, and conferences;
- creating and maintaining relationships with peers in the field, including networks of funders and grantees, to implement and execute strategic partnerships;
- providing Foundation Board with information and analysis on grantmaking recommendations and field-wide issues at quarterly Board Meetings;
- working collaboratively with staff to design, develop, and refine Foundation's strategic goals, procedures, and policies, as well as shape additional grantmaking programs; and
- participating in and contributing to trainings, conversations, and strategies related to racial equity in the performing arts.

Special consideration will be given to candidates who:

- are fluent in Spanish; and/or
- have a professional music background; and/or
- have three or more years of experience at a not-for-profit performing arts organization.

Qualifications:

- Substantive knowledge of the field and issues related to the performing arts
- Considerable understanding of issues related to not-for-profit management
- Exceptional organizational skills and the ability to multi-task when necessary
- Professionalism, discretion, diplomacy, flexibility, and a good sense of humor

- Strong oral and written communications skills
- The ability to plan ahead and to manage both the expected and the unexpected
- Strong, empathetic listening skills
- The desire to work collaboratively in a team-based environment
- The capacity to think creatively and the courage to express strong, vital opinions

The Howard Gilman Foundation is firmly committed to affirmative action and strongly encourages people of color, women, LGBTQ, elderly, and disabled candidates to apply.

Compensation:

Minimum starting salary is \$85,000; salary range is commensurate with experience. Excellent benefits, including 403b plan with 10% employer contribution.

To Apply:

Send resume, cover letter and salary requirements to jobs@howardgilmanfoundation.org. Application deadline is Friday, January 19, 2018.