

POSITION DESCRIPTION**PROGRAM OFFICER for ARTS AND CULTURE****ABOUT THE BARR FOUNDATION**

Founded in 1997, the Boston-based Barr Foundation is one of the largest private foundations in New England. With assets of more than \$1.4 billion and annual grantmaking of nearly \$60 million, Barr's domestic grantmaking focuses on providing quality education, mitigating climate change, and enhancing cultural vitality. In all of its work, the Foundation is guided by a set of core values that emanate from our founders, articulate our beliefs about what constitutes effective philanthropy, and describe how we carry out our mission of service. These include commitments to strive for excellence, to invest in leaders, to act with humility, to demonstrate curiosity, to adopt a long-term perspective, and to embrace risk.

Barr's goal for its arts and culture program is to enhance the cultural vitality of Boston. Investments are focused in four areas: 1) strengthening anchor organizations, 2) nurturing the next generation of artists and arts lovers, 3) promoting innovative practice, and 4) developing civic policy, leadership, and resources for arts and culture. To advance the sector, our work includes fostering thought leadership, and grantmaking primarily around building capacity and infrastructure. Barr currently awards approximately \$7 million annually in arts and culture funding. For more information, visit: www.barrfoundation.org.

ABOUT THE POSITION

The Barr Foundation is seeking a Program Officer for Arts and Culture, a new position reporting to the Senior Program Officer for Arts and Culture. The ideal candidate will have a track record of expertise in the arts, deep community involvement, and a passion for the Barr Foundation's cultural mission. He or she will have unimpeachable integrity and be an energetic, flexible self-starter who is also a team player.

KEY RESPONSIBILITIES*Program Strategy & Management*

- Collaborate with the Senior Program Officer to develop and implement program strategies and goals. Contribute to ongoing assessment and modifications of strategy in response to new knowledge, grantee feedback, and changes in the external environment.
- Oversee and monitor a portfolio of grants. Solicit and evaluate new proposals, conduct site visits, and assess progress. Prepare funding recommendations and, as appropriate, participate in Board meetings
- Build effective working relationships with current and prospective grantees, working with them to shape plans that effectively deploy Barr's resources in alignment with its program strategies.
- Contribute to the development of an annual budget and work plan that articulates goals, priorities, and the activities and resources that will support key elements of the strategy.

Relationship Building & Outreach

- Cultivate strong working relationships with current and prospective grantees, outside advisors, experts in the field, public sector partners, and colleagues in philanthropy.
- Participate in funder and cross-sector collaboratives that advance program goals.
- Organize meetings and convenings of cultural groups and field experts to share best practices, encourage collaboration, and explore strategies for collective impact.
- Represent the Foundation to nonprofit and foundation audiences locally and nationally for the purposes of elevating key learnings.

Knowledge Development

- Work with consultants who have contracted with the Foundation to provide planning, research, and capacity building support for the program.
- Contribute to the team's knowledge by keeping abreast of current trends, emerging issues, policies, political landscape, influential leaders, and best practices within the local, regional, and national arts landscape.
- Share knowledge through speaking engagements, writing, publications, and social media.

QUALIFICATIONS

- Minimum five to seven years of experience working in philanthropy and/or leadership or management position with nonprofits.
- Substantive background in arts and culture. Minimum of five years working in the arts and culture sector and/or as a professional artist.
- Excellent strategic, analytic, and intellectual abilities coupled with pragmatism and a roll-up-one's-sleeves attitude. Entrepreneurial spirit and drive; curiosity; an ability to find creative solutions.
- Excellent written and oral communication skills, particularly in communicating with diverse constituencies in a variety of settings.
- Strong project, time, and budget management skills; an ability to thrive working under deadlines and handling multiple tasks without sacrificing attention to detail.
- Exceptional qualitative and quantitative analytic skills. Experience using both objective data and informed opinions to evaluate the impact of an organization's work. Experience in assessing nonprofits' health through analyzing financial statements, evaluating the feasibility and strategic value of proposed programs and activities, and assessing management, leadership, and organizational capacity.
- Experience building strong, positive, collaborative relationships with diverse constituencies. The ability to listen to new ideas, encourage open dialogue, and inspire people to work towards common goals.
- Capacity to balance prior knowledge and experience in arts and culture with an objective open-mindedness about new solutions.
- Respect for the grant-seeking community and for the importance of its strong partnership with the Foundation, coupled with an ability to maintain objectivity.
- Familiarity with advocacy, public policy and political processes is desirable.

- Bachelor's degree required; graduate degree in a field relevant to management or policy preferred.
- Knowledge of Boston-region cultures, neighborhoods, institutions and history, a plus.

TO APPLY

The position is currently open, and applications will be reviewed on a rolling basis. All inquiries, nominations, and applications may be directed in confidence to: Denise Gillespie, Director of Human Resources, via email at: barrjobs@barrfoundation.org.

Applications should include a one-page cover letter and résumé. No phone calls, please. This position offers a competitive salary with excellent benefits.

The Barr Foundation is an equal opportunity employer and welcomes a diverse pool of candidates in this search.