

JOB ANNOUNCEMENT

The **Fresno Arts Council** is offering a rewarding and challenging opportunity to individuals interested in the position of **Program Manager**.

DATE OPENED: February 1, 2024

FINAL DEADLINE: Apply Immediately as recruitment may close at any time.

STARTING SALARY: \$66,560 - \$75,000 Annually (Depending on Experience)

EMPLOYMENT TYPE: Full-Time, Exempt

WORK LOCATION: 1245 Van Ness Avenue
Fresno, CA 93721

INTRODUCTION

The FAC provides a wide range of educational, advocacy and support services to community artists and arts organizations that engage with all residents in Fresno County. FAC was established in 1979 and has been recognized as one of Fresno's most comprehensive community arts programs. The FAC serves as both the City of Fresno and County of Fresno arts agency. With the passage of Measure P, a 3/8 of a cent sales tax initiative to support Parks and Arts in the City of Fresno, the FAC has become the manager of the designated grant funds to support Non-Profit arts organizations within the City of Fresno and is responsible for the equitable distribution of these funds through a competitive grants process. FAC also provides various other programs such as arts in education, arts for the unhoused, art in public places, Art Hop, Arts Alive in Agriculture, Rural Arts Access Funds and the Annual State of the Arts/Horizon Awards.

The Program Manager position is full-time, exempt and reports to the Executive Director. The ideal candidate will be a natural leader, this person should have strong talent for project coordination and delegation. Ultimately, the Program Manager will be responsible for outstanding, innovative development, management, and operations of the FAC programs, requires strong budgeting and financial management, stakeholder management, decision-making, and change management skills. As well as communication, attention to detail, problem-solving, and administrative skills. A successful candidate is expected to bring a passion and vision that builds upon the current quality and range of programs and services being offered by the Fresno Arts Council and provides strategic guidance to the Program Coordinators facilitating communication among the agency's team. Coordinating multiple projects and reconciling the interdependencies among them.

POSITION DUTIES

Eligible candidates must be able to perform the essential functions of the position with or without reasonable accommodation.

- Works closely with the Executive Director, and assigned program coordinators to develop the scope, deliverables, required resources, work plan, budget, and timing for all initiatives.
- Manage program and program staff for optimal outcomes.
- Propose and identify new funding opportunities.
- Write grant proposals.
- Develop and manage budget for projects and be accountable for delivering against established goals/objectives.
- Analyze, evaluate, and overcome program risks, and produce program reports for funders and stakeholders.
- Develop program assessment protocols for evaluation and improvement.
- Oversee multiple projects, ensuring program goals are reached.

DESIRED OR PREFERRED QUALIFICATIONS

- Bachelor's degree in business administration, organizational management, finance, marketing, or related field.
- At least two (2) years of experience in a management role reviewing and developing financial reports and budgets, developing adjudicating public grants, and preparation of Requests for Proposals, preferably with non-profit agencies.
- Experience working with stakeholders and knowledge of digital marketing, art programs and services and grant management software preferred.
- Proficient in a second language.
- Possession of a valid California Driver's License.

SELECTION PROCESS

To apply submit a letter of interest and resume with sufficient information to show you meet the qualifications for this recruitment. All information concerning the qualifications, including any required documentation (diploma, transcripts, etc.) must be submitted and received by the final filing date.

BENEFITS

Fresno Arts Council provides competitive compensation, medical and dental insurance upon completion of probation, retirement plan and above average paid holiday and sick leave.

FURTHER INSTRUCTIONS

For questions concerning this recruitment, please contact: Lilia Gonzales Chavez, Executive Director, Lilia@fresnoartscouncil.org (559) 237-9734

REASONABLE ACCOMMODATIONS - The Fresno Arts Council is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Qualified individuals with disabilities who need reasonable accommodation during the application, examination or selection process may contact Lilia@fresnoartscouncil.org

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER