

Arts Foundation for Tucson and Southern Arizona



Grants Administrator Consultant

Open for immediate hire.

The [Arts Foundation for Tucson and Southern Arizona](#) (Arts Foundation) seeks a consultant to effectively administer the grants portfolio for [Tucson CARES for Arts & Cultures Grants](#) funded by the City of Tucson We Are One/Somos Uno Resiliency Fund.

This consultant will work closely with the Executive Director to administer all time-sensitive grant management functions and activities, including but not limited to:

- Delivery of timely technical support to applicants
- Process high volume of online application
- Coordinate technical review
- Issue notifications and contracts
- Work closely with accounting to ensure payments are processed and tracked accurately
- Conduct data analyses and create reports
- Ensure compliance with applicable terms and conditions of the government contract

The Grant Administrator plays a critical role interacting with applicants, Arts Foundation staff, board, and representatives from the City of Tucson. We are looking for an experienced administrator who is a creative thinker with strong problem-solving skills, a mature interpersonal style with the ability to interact well with a diverse range of people. A successful candidate will possess understanding and commitment to the Arts Foundation's mission and have a track record of skillfully managing time-sensitive-high volume projects. Advanced skills using online platforms such as Submittable, Zoom, Adobe and Microsoft Office suite among other online tools is essential due to the time sensitive nature of the program.

The Consultancy

The Arts Foundation projects a timeline of approximately 2-3 months for this project with a budget of approximately \$15,000 to pay the consultant for their hours and expenses. Open for immediate hire.

Please submit a brief Cover Letter and Resume or Biography and email it to Arts Foundation Executive Director Adriana Gallego at AGallego@artsfoundtucson.org by October 7, 2020 with the subject line "Grants Administrator Consultant: Your name."

In the body of the email, include the following information:

Full name

Contact information

References from past projects (3)

No phone calls please. More information on the Tucson CARES for Arts & Cultures Grants is available [here](#).

Arts Foundation for Tucson and Southern Arizona Mission

The mission of the Arts Foundation for Tucson and Southern Arizona is to advance artistic **expression**, civic **participation, and equitable economic growth** of our diverse community by **supporting, promoting, and advocating** for arts and culture in our region.

Vision

Vision for Diversity, Equity, and Inclusion in our work. Through forward-thinking accountable leadership, the Arts Foundation for Tucson and Southern Arizona works **to affect systemic change that fosters an accessible, diverse, inclusive, and equitable local arts community.**

Purpose

The Arts Foundation for Tucson and Southern Arizona is a 501(c)3 nonprofit and funding agency. As the designated local arts agency, the Arts Foundation provides arts and cultural development services through **direct funding, technical assistance and professional development** opportunities throughout Southern Arizona and **manages the public art** process for the City of Tucson and Pima County. The Arts Foundation provides support to individual artists, collectives and arts organizations, while advocating for the creative workforce and equitable access to the arts on a local, state and national levels.

Community

Prior to 2016, the mission and services of the Arts Foundation for Tucson and Southern Arizona (AFTSA) focused solely on Tucson and Pima County. Today, AFTSA's service area resides between sets of historical, political and geological boundaries including 372 miles along the US Mexico international border in the south, and along the 590 mile stretch of the Gila River which flows west from the New Mexico border to the Colorado River. We acknowledge the land where we live and work is the traditional territory of seven tribal nations, including Quechan Tribe, Cocopah Tribe, Tohono O'odham Nation, Pascua Yaqui Tribe, Ak-Chin Indian Community, Gila River Indian Community, San Carlos Apache Tribe. AFTSA serves all counties that reside south of the Gila River, including Pima, Yuma, Santa Cruz, Cochise, and parts of Graham, Greenlee, Maricopa and Pinal.

Funding

The Arts Foundation for Tucson and Southern Arizona is funded by the City of Tucson, Pima County, and additional awards for which we apply. Currently, we are receiving additional funding from the Arizona Commission on the Arts and the National Endowment for the Arts.

History

In 1971, a group of citizens came together to form the Tucson Council on the Arts; and organization to serve as a catalyst and information resource for cultural development. The year 1984 marked the establishment of the Tucson Pima Arts Council (TPAC) as the arts council for the City of Tucson and Pima County, "the principal mechanism through which arts and cultural activities will be planned and carried out within the metropolitan area." In 2016, the Board of Directors voted to change the name of TPAC to The Arts Foundation for Tucson and Southern Arizona. This name change reflects the vision of the agency as one that serves a community and region rich in culture and committed to supporting the arts in both the public and private sectors.