

Job title: Grants and Programs Coordinator

FLSA Status: Non-Exempt; Full-Time

Compensation range: \$20 to \$22 per hour, based on experience, competitive health benefits and Paid Time Off

Job reports to: Director of Grants and Programs

Based in Tucson: Offices located at 525 N. Bonita Avenue, Tucson, Arizona 85745. Primary onsite, some remote. Travel throughout Southern Arizona is required.

Apply online: <https://artsfoundtucson.submittable.com/submit/324187/2025-arts-foundation-job-application>

Priority deadline: Thursday, April 10, 2025, open until filled.

TO APPLY

Interested candidates should complete the online application and attach a resume detailing relevant experience. Responses to the narrative questions are crucial for evaluating your candidacy.

The Arts Foundation for Tucson and Southern Arizona (Arts Foundation) is an equal-opportunity employer committed to creating an inclusive workplace. We encourage applicants from all backgrounds.

JOB SUMMARY

The Grants and Programs Coordinator assists the Grants and Programs Director in the implementation of the Arts Foundation for Tucson and Southern Arizona's (Arts Foundation) regranting portfolio. Responsibilities include supporting the development and management of grant programs, procedures, applications, technical assistance, panel reviews, contracts, payments, reporting, and evaluation. The Coordinator also provides support for professional development opportunities for artists and organization, such as the Open Studio Tours, and others. The Coordinator plays a critical role in supporting the effective and accurate disbursement of contracts and funding to grantees, panelists, vendors, speakers and arts and culture professionals.

ESSENTIAL FUNCTIONS

1. Administer seasonal applications, contracts, and payments accurately and timely according to funder requirements, program budget, guidelines, and Arts Foundation financial policies and procedures
2. Provide support by:
 - a. Copy-editing guidelines and applications based on program requirements and agency-approved branding and formatting
 - b. Conducting technical reviews for compliance and eligibility
 - c. Coordinating events (planning, outreach, registration, billing, evaluation)
3. Maintain records of applicants, grantees, project data, awards, and related statistical information. Contribute to ongoing evaluations of grants and policies.
4. Coordinate and document meetings, workshops, and gatherings. Prepare reports for supervisors, the CEO, board members, and funders. Collaborate with team members on organizational programs and provide courteous customer service.
5. Act as Section 504 Coordinator for the Arts Foundation.

QUALIFICATIONS

This position involves regular interactions with arts and culture workers, the Arts Foundation Board, elected officials, government agencies, national partners, media, and funders. We seek an experienced professional with a mature interpersonal style, strong problem-solving skills, and a commitment to the Arts Foundation's mission of accessibility,

diversity, equity, and inclusion. The candidate must be capable of performing all essential functions with or without reasonable accommodation, which may be provided to support individuals with disabilities. This job description does not encompass all duties and responsibilities, which may change at any time, with or without notice.

EXPERIENCE

1. Preferred: Equivalent to 2-3 years of experience in grant administration, contract management, or arts program administration, with knowledge of nonprofit management.

ATTRIBUTES

2. Proficient in Microsoft Office, PowerPoint, Excel, and Adobe Acrobat.
3. Self-directed learner of management tools like Adobe Sign, Calendly, SharePoint, Submittable, Airtable, Zoom, Salesforce, and Dext.
4. Skilled in managing and prioritizing multiple projects while building rapport and representing the Arts Foundation professionally.
5. Proficient in basic and advanced math/statistical calculations required for the role.
6. Experience integrating diverse community perspectives aligned with the Arts Foundation's commitment to diversity, equity, and inclusion.
7. Preferred experience in database or collections management.
8. Ability to maintain confidentiality and listen to diverse perspectives.
9. Capable of working independently and collaboratively under deadlines with multiple projects.

WORK ENVIRONMENT

The employee frequently sits while performing job duties and occasionally moves around the office for meetings and to access files. Responsibilities include operating office machinery and computers and effectively communicating information. The role also requires occasional standing, walking, and the ability to lift up to 25 pounds. Specific vision abilities needed include close, distance, color, peripheral vision, and depth perception. The employee may be exposed to outdoor weather and works in a moderate noise environment. The position may involve working in a politically sensitive setting with multiple priorities and deadlines, sometimes outside regular hours.

DRIVER'S LICENSE

Must possess a valid driver's license and driving record, which is acceptable to the organization's insurance carrier.

ABOUT THE ARTS FOUNDATION FOR TUCSON AND SOUTHERN ARIZONA

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. 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 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 the Quechan Tribe, Cocopah Tribe, Tohono O'odham Nation, Pascua Yaqui Tribe, Ak-Chin Indian Community, Gila River Indian Community, San Carlos Apache Tribe. The Arts Foundation 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, an organization that serves 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 is committed to supporting the arts in both the public and private sectors.