



## **New Jersey Arts and Culture Recovery Fund**

The New Jersey Arts and Culture Recovery Fund (NJACRF) was created at the onset of the pandemic by a public-private coalition of funders and professionals from government, corporate, and private philanthropies to ensure the strength and survival of non-profit arts, cultural, and historical sectors statewide. With funds contributed by foundations, corporations, and individuals, NJACRF has completed two grant cycles, distributing nearly \$4 million to over 170 organizations in 21 counties.

The Fund focuses in particular on supporting New Jersey's smaller, historically under-resourced organizations led by, employing, and serving those who have been marginalized or excluded by the dominant culture. NJACRF is committed to a transparent, equity-centered process to respond to the needs of the most under-resourced and under-served populations of New Jersey. To ensure greater equity, application scores are weighted to prioritize organizations that have Black, Indigenous, and other People of Color (BIPOC) leadership and/or serve BIPOC communities. As the pandemic recedes, the Fund looks to continue its work to restore and renew New Jersey's non-profit cultural institutions that historically have employed as many as 25,000 arts and history workers, engaging more than 8.3 million people who stay in hotels, eat, and shop throughout New Jersey, generating more than \$660 million in economic activity.

NJACRF is seeking a dynamic, innovative, and experienced leader to serve as the Executive Director to lead the Fund through its next phase of development. The Executive Director will work closely with the Steering Committee to determine the strategy for the next phase while maintaining core responsibilities and duties.

### **Responsibilities and Duties**

#### Fund Leadership

- Provide strategic vision for the Fund.
- Work closely with the Steering Committee to ensure a seamless transition of day-to day responsibilities.
- Communicate effectively with the Steering Committee and provide all information necessary for them to function properly and make informed decisions.
- Foster and expand effective, collaborative relationships among Steering Committee members, Princeton Area Community Foundation (PACF), donors, and partners.
- Partner closely with Steering Committee and PACF staff to ensure the grant program reflects the Fund's mission, approved priorities, and budget.
- Continually expand, innovate, design, and steward the Fund's grantmaking by responding creatively and strategically, yet thoughtfully, to evolving opportunities and priorities.



### Institutional Advancement/Fundraising

- Initiate and implement fundraising strategies - identifying, diversifying, cultivating and soliciting new and existing individual, foundation, and corporate partners and potential government funding.
- Collaborate with the Steering Committee to meet both short and long-term funding goals and to develop new, sustainable funding models.
- Partner with the Steering Committee and volunteers in development activities, effectively cultivating, soliciting, and maintaining strong relationships with current and potential funders.

### Grants Administration

- Oversee the planning, implementation, and evaluation of the Fund's grant program while monitoring program delivery to maintain or improve quality.
- Manage the relationship with PACF to ensure timely and effective grants management.
- Schedule, implement, and manage grantmaking cycles and grant approval processes in coordination with the Steering Committee and review panels.
- Coordinate with Steering Committee and PACF staff to conduct appropriate due diligence, including: reviewing proposals and budgets to ensure compliance with policies, identifying issues for review, guiding PACF staff through the operations end of the grantmaking process, and monitoring the progress of grants through the pre-award, award, and post-award states.
- Prepare dockets and associated reports, as well as coordinate the preparation of Steering Committee materials.
- Conduct analysis of grants data and prepare summary visualizations for Steering Committee.
- Participate in ongoing efforts to improve and streamline the Funds' grantmaking policies, workflows, and procedures, and guide Steering Committee members through policy transitions.
- Contribute to PACF's continued enhancements to the Fund's grants management system, Foundant/Blackbaud.
- Prepare and conduct regular trainings on selected grants management topics for new and existing Steering Committee members, as needed.

### Financial Administration

- Oversee the management of financial planning and forecasting, budgeting, and resource allocation within the budgetary guidelines.
- Provide general oversight of financial/fiscal functions of the Fund in partnership with PACF
- Determine committee members needs and recruit, select, and guide committee members with the skills and personal attributes to help further the Fund's mission.



### Communications & Marketing

- In coordination with the Communications Committee, work to develop and expand the Fund's visibility through public and media relations, social media, print, and the internet.
- Establish and maintain good working relationships and collaborative arrangements with both new and existing community groups, the media, funders, and other agencies.
- Serve as an ambassador and advocate by representing the organization and its perspective to agencies, organizations, and the general public.

### Management Responsibilities

- This position has no direct reports.

### **Experience, Knowledge, and Skills Required**

- Five years of non-profit leadership experience
- Experience with the NJ arts and culture sector is a plus
- Experience partnering with a nonprofit board
- Experience developing and implementing successful fundraising strategies including individual gifts and foundation, corporate and government grants
- Orientation toward self-starting, proactive anticipation of team needs, and creative problem solving while managing multiple workstreams
- Provide a fresh perspective and a working knowledge of best practices in the field and apply them to the improvement of the Fund's existing systems and processes. Proven commitment to social impact by advancing equity programs and policies.
- Superior written communication skills and excellent analytical, critical thinking, and organizational skills with precise attention to detail
- Flexible, adaptable, and curious with a high level of integrity
- Fluent in the MS Office suite, Foundant/Blackbaud, particularly Raiser's Edge, and the ability to learn new applications quickly
- Bachelor's degree preferred

### **Compensation**

\$125,000 - \$150,000

### **Starting Date**

Immediate

One year contract with option to renew.

### **Location**

There is no primary NJACRF office space, therefore the Executive Director position will be primarily remote/virtual; however, travel throughout the State of New Jersey will be required. Office accommodations at one of our partner Foundations can be explored upon request.



## Executive Director Position

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### **Process for Applying**

Qualified candidates should email their resume and cover letter indicating interest in the position and salary requirements to the Princeton Area Community Foundation at [apply@pacf.org](mailto:apply@pacf.org) by **Monday, July 12, 2021**.

For more information about the New Jersey Arts and Cultural Recovery Fund, please visit [pacf.org/njartsculture/](http://pacf.org/njartsculture/)