



## DEVELOPMENT + COMMUNITY RESOURCE MANAGER

The National Performance Network (NPN), a national, nonprofit arts organization based in New Orleans, LA, seeks a Development + Community Resource Manager. The Development + Community Resource Manager will oversee the organization's resource development efforts and work with our local network of New Orleans-based artists to strengthen their development capacity.

This new, full-time position requires excellent oral, written, and computer skills; strong attention to detail and project management timelines; and the ability to coordinate work across multiple departments. The NPN staff is a collegial, energetic team, and we offer a flexible environment, excellent benefits, and opportunities to travel.

### WHO WE ARE

The National Performance Network believes artists and arts organizations are essential for creating a just and sustainable world, and we believe communities deserve broad access to art and culture that reflect their own experiences and inform the experiences of others. NPN contributes to a more just and equitable world by building artists' power; advancing racial and cultural justice in the arts; fostering relationship-building and reciprocity between individuals, institutions, and communities; and working towards systems change in arts and philanthropy.

### WHAT WE DO

In collaboration with more than 70 national Partner organizations across the U.S. and a local network of more than 30 artist projects, NPN seeks to provide original, risk-taking artists with the resources needed to develop and present new work, to ensure arts leaders have the skills and opportunities to be change-makers in the arts presenting field, and to influence cultural policy for more just and artist-centered practices. Learn more about our programs at [www.npnweb.org](http://www.npnweb.org).

### POSITION DESCRIPTION

The Development + Community Resource Manager is an opportunity for an energetic and thoughtful professional to (1) work collaboratively with NPN staff across departments to drive the creation, management, and execution of resource development activities; and (2) work collaboratively with NPN's Local Programs department to support resource development and capacity-building with artists and artist projects. The ideal candidate will enjoy coordinating and managing detail-oriented work that contributes to a holistic and evolving strategy to deepen our organization's impact.

#### Development Responsibilities (75%)

- Participate in resource development strategy organization-wide and within individual departments

- Research and track new funding opportunities
- Manage development activity in Salesforce (database) for current and upcoming grants
- Coordinate the submission of letters of intent, proposals, support materials, and reports to funders

#### Community Resource Responsibilities (25%)

- Work with NPN's Director of Local Programs to identify the capacity and development needs of NPN's fiscally-sponsored projects and design ways to support their capacity-building
- Research new funding opportunities on behalf of NPN's fiscally-sponsored projects
- Support NPN's fiscally-sponsored projects with grantsmanship coaching
- Work in coordination with fiscally-sponsored projects on the submission of letters of intent, proposals, support materials, and reports to funders

#### QUALIFICATIONS

- At least 3 years of relevant experience
- A deep commitment to social justice and equity
- Energetic, positive, and self-motivated
- Excellent command of English language and grammar, both verbal and written
- Proficient with computer applications, including Salesforce or a similar CRM and Microsoft Office.
- Excellent organizational skills with the ability to pay close attention to deadlines and detail
- Ability to work individually and collaboratively
- Experience providing day-to-day support to team members

#### DETAILS

- Reports to: President & CEO
- Full-time, salaried position
- Salary: \$50,000/year
- Benefits: 100% of individual health and dental plans; annual FSA (Flexible Spending Account) plan; vacation and sick leave; life insurance; professional development and travel opportunities

#### TO APPLY

- Application deadline January 15, 2020. The position is available immediately, and we expect to begin the interview process within 2-3 weeks of the application deadline.
- Please include cover letter, resume/CV, and at least two writing samples (catchy headlines, short blurbs, long articles, blogs, grant proposals, press releases, inspirational e-blasts, etc!). Email to [hr@npnweb.org](mailto:hr@npnweb.org) (no phone calls or snail-mail submissions, please).

In alignment with NPN's commitment to creating an arts sector rooted in justice, we are committed to ensuring a space that is free of racism, transphobia, homophobia, ableism, misogyny, classism, or other bias. NPN does not discriminate on the basis of race, color, ethnicity, religion, creed, gender, gender expression, age, national origin, mental or physical disability, marital status, sexual orientation, physical characteristics, marital status, or military status, in any of its activities or operations. We encourage diverse applicants to apply.