

Community Investment, Grants Specialist: Arts Organizations (Permanent, Full-Time)

Calgary Arts Development is situated on Treaty 7 Territory, home of the Kainai, Piikani, Siksika, Tsuut'ina, Stoney-Nakoda Nations, and Métis Nation Region 3.

Who Are We?

Calgary Arts Development is our city's designated arts development authority. We provide grant investments to hundreds of arts organizations, individual artists, and groups. We value relationships, generosity, reciprocity, plain language, and curiosity.

We believe the arts have the power to build our city. Through the arts development strategy, *Living a Creative Life*, our vision is a creative, connected, prosperous Calgary where every resident has the opportunity to live a creative life. We foster a sustainable and resilient arts sector, and support arts-led city building.

Strong relationships are central to our work. We honour artists and believe that art is a critical component of public good. We welcome new introductions and partnerships with artists and arts organizations as well as with others whose work may be outside the arts who are trying to make our city great through living a creative life.

Our granting team has been working towards creating shared environments where all people can feel safe, heard, and validated. A sensitivity to the lived experiences of diverse, marginalized, and/or equity-seeking people is very important as we continue valuing equity, diversity, and inclusion in all aspects of our work.

Who Are You?

We are seeking a new member to join Calgary Arts Development as part of the community investment team in the role of grants specialist, arts organizations.

Our team adheres to equity, diversity, and inclusion core values by following three principles—nothing about us without us, one size fits one, and creating a virtuous cycle—we strive to embed it in all that we do.

You will work towards building strong relationships with arts organizations in Calgary by meeting with the sector to provide support and funding program advice. As part of the team, you will co-design and implement granting programs specifically for arts organizations.

You have experience working at an arts organization and understand the grant writing process and cycles. You have at least five years of experience within an office environment and have competency with word processing documents and spreadsheets.

Through your strong inter-personal skills, you will be required to build relationships with the arts sector and look for opportunities beyond funding to support arts organizations and foster a resilient arts ecosystem. You are comfortable speaking in front of groups of people as this role requires hosting information meetings, workshops, and jury assessment sessions.

You are passionate about the importance of the arts and creativity in our lives and are curious about different approaches and thinking. You are growing your awareness of equity, diversity, and inclusion and want to ensure that our granting systems reflect those values.

You're not all things to all people, but you're probably already a few of these things:

- You're familiar with the grant investment process or fund development.
- You might be proficient working in a Mac-based environment.
- You're comfortable working in a collaborative and open work environment.
- You are a self-starter that is adaptable in working both independently and within a team.
- You are comfortable with reading and interpreting financial statements and budgets.

If you see yourself in this opportunity, we would love to have a conversation with you. And if you're not sure, you can learn more about us by visiting our website at calgaryartsdevelopment.com.

Please indicate your interest by emailing jointheteam@calgaryartsdevelopment.com with your CV or resume. The final day we will accept resumes is Monday, October 21, 2019. We are hoping to fill this position by mid-November 2019 but our commitment to finding the right fit may require more time.

Minimum annual salary is \$50,000 in addition to a benefits package. Calgary Arts Development is an equal opportunity employer. We thank you for your interest.