Position Announcement

Program Officer – Chicago Program

Gaylord and Dorothy Donnelley Foundation

The Gaylord and Dorothy Donnelley Foundation is an influential leader in promoting land conservation and artistic vitality in the Chicago region and coastal South Carolina, including the greater Charleston region. Its dynamic and multi-layered approach to achieving its goals includes research, communications, convening, coaching, and making approximately $6 million in program grants each year. In its work, the foundation chooses strategy and tactics that pursue specific and measureable outcomes. Much of this work involves partnering with other organizations that are engaged in complementary efforts.

The foundation seeks a program officer to deepen and extend its long-term support for, and strengthen the business practices of, small Chicago-area arts organizations, and to support its arts grantmaking in South Carolina as well. This position is based in Chicago, requires some travel, and reports to the director – Chicago Program.

Responsibilities

- With the director – Chicago Program, develop and manage the implementation of the foundation's new strategy for helping small arts organizations build their operational capacity. With the director – Chicago Program and the grants manager, develop ways to evaluate and communicate the outcomes of this work.
- Work closely with current and prospective grantees to identify their needs and the foundation resources, including program and operational development grants, coaching, and opportunities for peer learning, that will provide most effective support.
- Evaluate and recommend action on arts funding requests, realizing the foundation's intent that the grant application and review process contribute to strengthening operational capacity; coordinate with the foundation's arts grant-review consultants. Support the director – Chicago Program in managing research and special projects.
- Play a key role in shaping and carrying out a range of communications activities, including communication with grantees, communicating grantee work to a broader community, and assisting grantees in communicating their own work and achievements.
- Work cooperatively with other staff and teams, including the director – Low Country Program in South Carolina; work with other foundations and partners to share information and develop joint funding strategies and initiatives.

Qualifications

- Keen interest in the arts; a deep understanding of the ways in which vibrant artistic expression is critical to developing and sustaining communities.
- B.A. degree; a minimum of seven to ten years' progressively-responsible professional experience in arts organizations to include substantial experience in arts management and the business of the arts; experience in the not-for-profit sector is essential; advanced degree preferred.
- Demonstrated strategic, analytic, conceptual, planning, and partnership-building abilities; demonstrated ability to work effectively with diverse constituencies. Experience working collaboratively as part of a small team.
- The capacity to imagine and give life to new ways of fostering the progress that the foundation envisions.
- Excellent communications skills. Facility with social media; professional outreach and communications experience.

Personal Qualities

The successful candidate will be smart, intellectually curious, thoughtful, flexible, creative, and self-motivated. She or he will bring a generalist's broad set of interests and a passion for the foundation's mission, will be an effective initiator, convener, and coach, and will be able to move smoothly from big-picture thinking to practical application.

A selection will be made in August, 2013.

Gaylord and Dorothy Donnelley Foundation is an Equal Opportunity Employer with a supportive work environment. It respects and appreciates diversity in its many forms.

Further information about the foundation is at *www.gddf.org.*

Those interested in this position may call for additional information or e-mail a cover letter and résumé to:

DNprog@himmelfarbgroup.com, **to the attention of Susan Himmelfarb.**

The Himmelfarb Group 708-848-0086 *www.himmelfarbgroup.com*