



## **TACA – The Arts Community Alliance**

### **Job Description**

#### **Programs Associate**

#### **About TACA**

TACA – The Arts Community Alliance – supports excellence and impact in the arts through grant-making, capacity building, and thought leadership. We envision an innovative, inclusive, sustainable cultural sector, recognized for its essential contribution to a vibrant, prosperous community. For over 50 years, we have worked to establish North Texas’ cultural community as one of the strongest in the nation. Originally founded in 1967 as an annual charity event, we have become a valued arts funding and service organization, providing an array of grant funds and innovative service programs. Our growing investment in the arts translates to new premieres and productions, impactful residencies and community initiatives, and more opportunities for artists and audiences to connect – all making Dallas a great place to live and work.

#### **Position Summary**

The Programs Associate will be an essential player in executing TACA’s arts grantmaking, capacity building, and thought leadership programs in partnership with the Senior Programs Manager and other TACA team members. The Programs Associate will be responsible for the facilitation of TACA’s grantmaking, capacity-building, and thought leadership programs, as well as support donor and nonprofit engagement efforts. This position reports to the Senior Programs Manager.

The Programs Associate role is a full-time position with benefits that include paid employee health insurance, life insurance, short-term and long-term disability, and parking. Full-time employees are eligible to participate in TACA’s 401(k) which is subject to matching contributions. TACA’s staff are on a hybrid schedule, with in-office days Tuesday, Wednesday, and Thursday.

#### **Key Responsibilities**

##### **Grantmaking & Service Programs**

- Facilitate TACA’s current and future grant-making programs. Current grant programs include Catalyst Grants (annual), Pop-Up Grants (bi-monthly), and New Works Fund grants (annual).
  - Maintain/update grant calendars, guidelines, and application materials
  - Manage dissemination of application materials to the Grants Committee and grant reviewers
  - Assist TACA’s grant review panels, include meeting facilitation and communications
  - Assist with production of annual Pop-Up Grant recipient showcase event
  - Support the Sr. Programs Manager, as requested, with any necessary grantee communications
- Coordinate Amplifier Workshops (2 annual workshops)
  - Coordinate the set-up and execution of Amplifier Workshops, including invitation, registration, workshop logistics, facilitator communication, and post-workshop communications
- Coordinate annual Perforum community symposium
  - Facilitate meetings of the Perforum committee
  - Support the Sr. Programs Manager in the content development process for future symposiums
  - Manage logistics of venue rental and production, guest invitations and logistics, and general program coordination

- Support execution of Perforum symposiums in partnership with the Sr. Programs Manager
- Support Arts Accelerator as needed
  - Coordinate logistics with guests, manage monthly RSVPs and catering orders

### **Communications**

- Create and collaborate on external communications, including email and social media, to announce grant cycle timelines, awards, or promote programmatic events
- Update and maintain the TACA website with events, programmatic details, grant announcements, press releases, or other content

### **Donor & Nonprofit Engagement**

- Serve as a “face of TACA” across the community by representing TACA externally with board members, peers, nonprofits, and civic/business leaders, and elevating awareness of TACA and its mission
- Steward positive, authentic relationships with nonprofit organizations and other community stakeholders
- Assist the development department as requested with any development initiatives, including special events and stewardship activities

### **Qualifications**

- Bachelor’s degree and 2+ years of experience in the arts nonprofit sector OR 4+ years of experience in the arts nonprofit sector preferred
- Knowledge of and familiarity with the arts nonprofit sector with existing local relationships/experience
- A passion for the arts as well as for building community

### **Skill Requirements**

- Proficiency in Microsoft Excel, PowerPoint, and Word required
- Experience with grantmaking and/or CRM software preferred (but not required)
- Experience with email marketing systems (i.e., MailChimp, Constant Contact, etc.)
- Basic experience with Canva or Adobe Photoshop preferred (but not required)
- Strong project management, organizational and interpersonal skills (listening, writing, and presenting – with attention to detail and grammar)
- Self-motivated and highly organized
- Strong ability to work both independently and as part of a team and to work simultaneously on multiple tasks

### **Special Requirements**

Some local travel, including but not limited to grant recipient site visits and off-site meetings. Attendance at TACA and community events required. Regular attendance at local arts events, performances, and exhibitions encouraged.

**Interested applicants should send a cover letter, resume, and salary requirements to [info@taca-arts.org](mailto:info@taca-arts.org).**

**We kindly ask that you do not call our offices. TACA’s offices are in the Dallas Arts District.**

TACA is an Equal Opportunity Employer. TACA is committed to the equal opportunity of all employees and applicants without regard to race, religion, color, gender identity, ethnicity, age, national origin, sexual orientation, disability status, veteran status or any other category protected by applicable law. All offers for employment with TACA, Inc. are contingent upon having successfully completed reference verifications and a criminal background check.