



December 2021

JOB POSTING

Position: Strategic Programs Manager
Type: permanent full-time
Reports to : Director of Granting
Start Date: February 2022
Starting salary: \$65,000

PURPOSE:

Under the supervision of the Director of Granting, the Strategic Programs Manager is responsible for developing and supporting TAC's partnership programs and managing grants for a variety of Strategic Funding Programs. These will include Animating Toronto Parks, Animating Historic Sites, and the Artists in the Library grant programs, in addition to other public-space focused programs that may be developed. In addition, the Strategic Programs Manager will contribute to policy development and strategies, facilitate the work of TAC grant review panels, and provide information services and support to the arts community.

RESPONSIBILITIES:

Strategic Program Management

Responsible for developing and managing partnership grant programs and ensuring that grants programs are administered efficiently, following established TAC and City grants policies. This includes the supervision of support staff assigned to assist with the programs. The responsibilities of the position includes:

- Liaising with program partners, developing partnership agreements, and maintaining partner relationships
- Interpreting TAC policy to program partners and to grant review panels and receiving their analysis and feedback to help inform TAC policy development.
- Providing information to artists and arts organizations on programs, including eligibility criteria, as well as guidance and support to applicants and recipients
- Analyzing applications to ensure basic criteria are met and preparing financial data and analysis for the assessment process.
- Managing the various assessment processes in a timely fashion, providing appropriate advice to grant review panels, facilitating the reaching of consensus on decisions and recording accurately the decisions of the grant review panels and giving appropriate feedback to applicants.
- Preparing all necessary documentation for the grant approval process and providing adjudication results to applicants in a timely fashion.
- Community outreach
- Attending performances and events on evenings and weekends

Responsible for maintaining a comprehensive knowledge of TAC policies and role in the Toronto arts community and of Toronto Arts Foundation initiatives. In collaboration with other grants staff and TAC committees, a Strategic Programs Manager contributes to the development of TAC policies, programs and services, including ongoing review, evaluation and redesign where appropriate.

Responsible for keeping abreast of trends, research, statistics, policies and issues within the sectors for which they are responsible and for developing and maintaining working relationships with representatives of arts organizations and other funding bodies. A Strategic Programs Manager is expected to be knowledgeable about the clients within her/his portfolio and maintain familiarity with the work they do through attendance at arts events.

Provides information services and support to the arts community through one-on-one meetings with artists and arts organizations, contributing to the development and delivery of information sessions on TAC grants programs and participating in community consultations.

Key qualifications:

- Strategic thinker able to consider policy objectives and impact when developing new programs
- Knowledgeable about Toronto's arts communities and the issues facing artists and organizations working in all arts disciplines
- Knowledgeable about arts programming in public space in Toronto
- Minimum of five years' experience working in Toronto's arts sector
- Experience in managing a grants program for a public funder is an asset
- Effective written and verbal communication and presentation skills
- Excellent interpersonal, facilitation and consultative skills
- Sound judgment, analytical and problem-solving abilities, and organizational skills
- Proficiency with Windows-based software and ability to work collaboratively within a small office environment.

OTHER DUTIES

The Strategic Programs Manager understands the relationship between Toronto Arts Council and Toronto Arts Foundation and is able to communicate information on the respective roles of both organizations to the community. Performs other duties as assigned by the Director of Granting or Deputy Director.

CONFLICT OF INTEREST RESTRICTIONS:

The successful candidate may not work in any paid or volunteer capacities with organizations and collectives that apply to or receive funding through TAC grants programs.

TO APPLY:

Please submit cover letter and resume to Andrew Suri - Director of Granting. andrew@torontoartscouncil.org in a single PDF attachment, by 5 pm on **January 21, 2022**. Specify *Strategic Programs Manager* in the subject line.

Toronto Arts Council/Toronto Arts Foundation is an equal opportunity employer and is committed to diversity and inclusiveness in its employment. We welcome applications from individuals who identify as belonging to our equity priority groups: Black, Persons of Colour, Deaf Persons, Persons with Disabilities, Persons Living with Mental Illness, Indigenous, 2SLGBTQIAP. Accommodations are available on request for candidates taking part in the selection process.