



The Boston Foundation believes that one of the great strengths of the Greater Boston community is the rich diversity of its residents in race, religion, national origin, ethnicity, sex, sexual orientation, gender identity, genetic information, age and physical abilities. The Foundation seeks to enhance and support that diversity, not only by its grant making, but also by adopting and implementing employment policies and practices designed to recognize and respond to such diversity.

The Boston Foundation is an Equal Opportunity Employer. We encourage applications from people with diverse backgrounds and experience.

All applications should be submitted online. Go to <https://www.tbf.org/who-we-are/careers> and select “Director, Arts and Culture” to complete our online application process.

Job Description

Title: Director, Arts and Culture

Department: Programs

Reports To: Vice President for Programs

FLSA Classification: Exempt **FTE:** 1

Supervises: 1 Senior Program Officer

Position Summary:

The Director, Arts & Culture drives development, implementation, and evaluation of the Foundation’s Arts & Culture strategy, which aims to strengthen and support the region’s cultural sector through grantmaking, research, and advocacy.

At present, Arts & Culture grantmaking supports individual artists through three different programs, including [Live Arts Boston](#); resources the advocacy and arts service portions of the sector that serve as critical infrastructure; invests in building a culture of public art; and supports continued efforts to foreground racial and cultural equity in the arts sector. A major focus for the immediate future will be on supporting a just and equitable recovery in the sector from losses incurred during the ongoing pandemic.

Essential Functions:

- Using a racial equity lens, leads all aspects of the Foundation’s Arts & Culture strategy, including strategy development, grantmaking, evaluation & assessment, budget management, Board reporting, and management of existing initiatives and programs;
- Fosters and forges collaborations with donors and philanthropic partners to increase support for the arts, artists, and arts and cultural organizations;
- Develops and maintains positive, trusting relationships within the arts and cultural community, and serves as a resource and connector for members of the community;

- Implements participatory grantmaking and other processes to ensure shared decision-making and meaningful involvement in strategy development and implementation by those in the community and those most impacted by systems of oppression;
- Leverages research, knowledge, and stakeholder relationships to influence systems change and advance relevant public policy initiatives;
- Advances the Foundation's goals by partnering with other strategy leaders and colleagues where appropriate;
- Serves as part of the Program Department's leadership team, partnering with the Vice President for Programs to inform and support Department-wide goals;
- Represents the Foundation as a spokesperson and thought leader by participating in and presenting at local and national forums and convenings;
- Manages staff and consultants associated with Arts initiatives and grantmaking; and
- Ensures compliance with administrative requirements of the Foundation.

Other Duties and Responsibilities:

- Individuals assigned to this position may perform other duties as assigned.

Qualifications

Preparation, Knowledge, Previous Experience:

- 10+ years of relevant experience working in the arts; and
- Personal and/or professional experience with racial justice work.

Skills, Abilities, Competencies:

- A thorough understanding of challenges and opportunities facing both diverse, urban communities and the arts sector, particularly the performing arts and individual artists;
- Seasoned leadership with experience in strategy development and implementation, and a demonstrated understanding of nonprofit finance and impact assessment/evaluation. Grantmaking experience is a plus but not required;
- Presentation, facilitation, and written and verbal communication skills with the ability to forge connections across sectors, systems, and social strata;
- Demonstrated ability to lead and evolve a complex, cross-sector, multi-dimensional, and results-oriented agenda;
- Experience developing authentic relationships and working with a range of stakeholders to forge collective agendas and leverage impact, including skills of influence, persuasion, consensus-building, and deep listening;
- Demonstrated success managing teams, including the supervision, evaluation, and development of staff and consultants;
- Adaptive capacity and proven ability to manage multiple priorities and deadlines in a demanding environment;
- Understanding of and commitment to the Foundation's mission, and ability to serve as a representative of the Foundation;
- A personal commitment to values of diversity, equity, and inclusion, particularly racial equity;
- A collaborative and inclusive leadership style;
- Creative thinking with strong problem-solving skills;

- Commitment to and comfort with serving as an enthusiastic advocate for the arts, internal and external to the Foundation;
- A participatory work style with the ability to receive and deliver constructive feedback;
- Resourcefulness and ability to work both independently and collaboratively under the pressure of tight deadlines; and
- Humility and empathy.

Working Conditions & Physical Demands:

- Ability to sit for long periods of time;
- Ability to use a computer keyboard for extended periods of time; and
- Ability to lift and carry up to 15 pounds occasionally.

The content is intended to describe the general nature and level of work being performed by persons assigned to this job. It is not intended to constitute an exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents, who are or become disabled as defined under the Americans with Disabilities Act or applicable state law, must be able to perform the essential functions of the job (including those listed above) either with or without reasonable accommodation. Reasonable accommodation, if any, will be determined by management in consultation with the employee on a case-by-case basis.

This job description is intended to be general and may be revised from time to time. At management's discretion, the employee may be assigned different or additional duties from time to time.

Revised 2/2021

Title: Director, Arts and Culture

Authorizing Signatures

Manager _____ Date _____

Manager's Manager _____ Date _____
(If not a Department Head)

Department Head _____ Date _____

Human Resources _____ Date _____

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