

February 14, 2025
JOB DESCRIPTION

Job Title: Director of Programs/Chief Programs Officer
Hours: 40 Hours Week
Classification: Exempt



SILICON VALLEY CREATES (SVCREATES)

The mission of **SVCREATES** is to elevate the creative culture of Silicon Valley. Our work is focused on building the capacity of our creative ecosystem, raising the voice and visibility of local artists, and increasing equitable access to the arts for underserved populations. At **SVCREATES**, we view ourselves as “venture culturists,” developing, launching, and investing in projects that increase access, strengthen the leadership capacity of local creatives, and build community through arts and creativity.

POSITION SUMMARY

The Chief Programs Officer serves a senior role on the **SVCREATES** staff team, developing and executing programs that advance **SVCREATES**’ mission, specifically, managing the granting and capacity-building programs offered by **SVCREATES** to small and mid-sized arts organizations and individual arts leaders in Santa Clara County. We call this work “ArtsWeb” – a network of funding, workshops, peer networks, coaching, and consulting that builds the strength of the local arts ecosystem. This work is all done in the context of our program goals and to advance our strategic priorities. See our website for **SVCREATES** Strategic Framework and Program Goals.

Relationships: The position reports to the CEO and works collaboratively with **SVCREATES**’ Community Engagement Manager, Communications Team, and Content Media Team, and supervises ArtsWeb faculty and consultants. The position serves as the primary point person for all communications regarding policies, processes, and instructions to grantees, applicants, panelists, service providers, and partners.

Benefits & Compensation: This position is full-time with a starting salary range of \$85,000-\$100,000 and includes paid medical, dental, and vacation benefits along with access to a company sponsored 401K plan.

SPECIFIC DUTIES

Grant Programs:

- Manage, in alignment with **SVCREATES** Strategic Priorities and agreements with funding partners, guidelines and procedures for grantmaking
- Recruit and manage all grants program panels, ensuring panel diversity and expertise, including annual review of panelist pool by **SVCREATES** Equity Council
- Manage budget for grant panelist stipends and panel-related costs
- Work with **SVCREATES**' communications and webmaster team to use online platforms to provide grant information and receive applications, promote grant programs and workshops, and keep website up to date with current program information
- Promote grant opportunities to local arts ecosystem; communicate guidelines to current and future grantees
- Manage grant application cycle, respond to inquiries from grant applicants, provide assistance during the application process, vet grant applications, and reports
- Manage grantmaking systems and platforms, including relationships with service providers (e.g. Foundant and others as needed), and data entry
- Manage and execute all communications with grantees and grant applicants, including notifications and reporting requirements
- Keep up to date on current trends and practices in national arts grantmaking by participating in national and local associations (e.g. GIA, CAC-SLP, NCG, etc.) and reading journals
- Track annual grantmaking metrics to report against **SVCREATES**' benchmarks; develop annual presentation on metrics for Equity Council and Board meetings

ArtsWeb:

- Develop, with input from CEO and core faculty/program advisors, the annual calendar of workshops and town halls which align with **SVCREATES** Strategic Priorities, values, and approach to strengthening the ecosystem
- Manage departmental budget for faculty, workshops, town halls, roundtables, and Mindshare programs
- Promote, coordinate, and manage registration for the annual calendar of workshops and town halls
- Vet, recruit, select facilitators, trainers, and faculty for programs, securing sign-off from CEO
- Build and steward relationships with other professional development service providers to leverage talent and content for our arts ecosystem
- Supervise faculty and trainers, including regular meetings with core faculty/program advisors
- Manage Peer Support Roundtable Program including management of "faculty," promotion, registrations, and logistics
- Manage SVMindshare program including coordination with Mindshare lead consultant, management of participant application process, and logistics
- Supervise other event staff, support staff, consultants, and volunteers

- Design, in collaboration with CEO, and coordinate evaluation process for all programs
- Assist with reporting on ArtsWeb programs to funding partners and in applying for new funding, including tracking metrics required by government and foundation funding partners, and collecting testimonials and success stories from SV**CREATES**' grantees and ArtsWeb participants

POSITION REQUIREMENTS

- A minimum of 4 years experience in a nonprofit organization or small business work environment, preferably in a supervisory or management capacity
- Strong written and oral communications skills
- Project, event, and/or organizational management experience and a strong skill set in this area
- Demonstrated ability to work both independently and as part of a team
- Experience with grantmaking software and/or CRM systems (e.g. Foundant, Salesforce, Blackbaud, SmartSimple, or other)
- Commitment and passion for the role the arts play in building a healthy and equitable community
- Flexible office hours at San José office (minimum three days per week in-person) and attendance at events and meetings across the county

Preferred Candidates will:

- Have experience with grantmaking or grant program management
- Be knowledgeable about the arts or nonprofit management business practices
- Have experience in collaborative leadership or team management
- Have past experience with/in an arts discipline or arts organization
- Be fluent with a range of social media platforms
- Be fluent in more than one spoken/written language

SVCREATES**** embraces the importance of diversity, equity, and inclusion both internally, in our hiring process and organizational culture, and externally, in our grantmaking and related practices. We are an equal opportunity employer and encourage applications from people of all backgrounds, cultures, and experiences.

Application Process:

Applicants should submit a resume and a separate cover letter describing why the applicant is interested in advancing the arts in Santa Clara County and how the applicant meets/exceeds the minimum position requirements. Please submit via email to admin@svcreates.org.