



DURHAM ARTS COUNCIL, INC.
120 Morris Street
Durham, North Carolina 27701

Position Description

Position Title: ARPA Project/Data Manager

Date of Position Description: October 2023

Division or Department: Artist Services

Position Classification: Full-time, Exempt. Paid semi-monthly. Full-time exempt status benefits. Grant -funded position

Position Reports to: Director of Artist Services

Summary of Position:

Durham Arts Council is seeking an experienced, innovative, and focused individual to join our team as the new American Rescue Plan Act (ARPA) Project/Data Manager to help administer the \$1 million in ARPA funding awarded to the Durham Arts Council from the City of Durham. These funds are designated to provide support and recovery to the Durham arts and cultural sector post-pandemic. This individual will be responsible for providing meticulous and accurate program management, impact reporting, financial reports, and tracking of grant applications and reports from arts organizations, arts businesses, and artists in Durham. Management and tracking includes the financial grant awards and training program awards made to applicants and the required reporting on these. The manager will help promote the program and will inform and support the arts and cultural sector in applying for the grant funds and training programs that will be provided through Durham Arts Council and its ARPA training partners. The position will also work with the department team to develop training programs with qualified training providers. This is a two-year grant-funded position with potential to extend.

The ideal candidate for this role should have superior organizational skills, great leadership and interpersonal qualities, ability to engage and support diverse constituents, and exceptional financial and program monitoring skills. The outstanding candidate should be able to support a grants/training program which meets all ARPA regulations while assisting applicants to understand the guidelines and submit viable applications.

ARPA Project/Data Manager Responsibilities:

- **Develops knowledge of project requirements and compliance** - Works with Department Director and Executive Director to fully understand and ensure compliance and excellence in all aspects of the project, the ARPA contract and its requirements.
- **Promotes the ARPA program and recruits applicants to the grant programs and training programs** - Develops informational materials for print and digital use to promote the program to the arts and cultural sector. Conducts information sessions and one-on-one support for the ARPA grants and training program applicants – artists, arts/cultural non-profits, and arts/cultural businesses. Ensures that broad awareness of the ARPA

opportunities is achieved. Responds to all program inquiries from potential applicants, partners, and general public.

- **Works with local partners to ensure that BIPOC artists, organizations and businesses are encouraged to apply to the program** - working with local partners including Hayti Heritage Center and other community agencies; ensuring that our ARPA program supports BIPOC artists, organizations and businesses at a level that reflects the diversity of the Durham community.
- **Organizes and supports the application review and award decision process** - Tracks application deadlines and prepares received applications for the ARPA Review Panels for the grants and training programs. Assists in recruiting panelists. Conducts the panel review meetings on zoom. Prepares spreadsheets of scoring for final slate review and management decisions.
- **Grant awards and notifications to grantees** - Prepares and issues grant/training program award announcements and contracts to award recipients. Provides information to management to assist in public announcements of awards as needed. Prepares grant/award contracts in SignRequest. Issues award contracts and tracks signature and completion process.
- **Arts/Cultural Training program development/administration** – assists Department Director with program design, procuring training offerings, training partner coordination and related contracts. Helps design the online application for prospective arts/cultural participants. Supports the application and panel review/decision process. Tracks approved arts/cultural sector participants in the training programs and calculates and requests payment of fees due to training partners.
- **Reporting** - Notifies award recipients of reporting requirements and monitors and tracks the report compliance by all award recipients. Track each award, including collecting and reviewing interim reports as necessary. Design quarterly and final report form for each award and track receipt and completion of reports. Compiles awardee reports for quarterly reporting to City. Drafts and assists Department Director with DAC monthly and quarterly progress reports to City ARPA office. Prepare progress reports and final report for the DAC Board, Executive Director and the City of Durham.
- **Monitors all subrecipients and beneficiaries of ARPA funding by:**
 - Establishing and communicating reporting guidelines and timelines for all subrecipients and beneficiaries
 - Reviewing, providing feedback for revising when needed, and approving all subrecipient and beneficiary reports
 - Following up with all subrecipients and beneficiaries about reports
 - Providing support to all subrecipients and beneficiaries through office hours
- **Financial tracking, expenditures and compliance** – Prepares monthly Excel report of planned expenditures for awards, project staff, office expense, and fees to partners. Reviews with department director and assists in preparing invoices to the City ARPA office.

Prepare check requests for grant awards and training participation fee awards that have been approved each quarter. Reviews project financial reports with finance manager to ensure timely and proper coding of revenue and expenditures.

- **Evaluation** – helps to design and implement any required project evaluation. Helps department to format survey and data collection instruments. Configures databases for data entry. Coordinates and assists with data entry from surveys/interviews into Excel, or Word. Assists with analyzing data and drafts reports based on this data.

Institutional Leadership, Interaction, and Planning:

1. Attend DAC Board of Trustee meetings as appropriate and assigned by Director of Artist Services.
2. Participate in staff meetings, and provide input for various institutional decisions, and short and long-range strategic planning.
3. Follows all personnel and institutional policies and procedures.

Professional Development:

1. Attend professional meetings and networking opportunities as appropriate to build contacts with other arts/cultural professionals, business/client community, and other professional colleagues.
2. Seek knowledge of best practices related to job responsibilities on an ongoing basis.

Education and Certifications:

Bachelor's degree required. Education or experience in grants management, government contracts, arts administration, arts practice or related field is desired.

Experience:

Proven 2-to-3-year track record in effective and accurate project management and communication. Grant management and government contract experience a plus.

Special Skills and Requirements:

- Excellent verbal, written, interpersonal and oral presentation communication skills. Demonstrated Knowledge of correct grammar, spelling, and punctuation.
- Strong organization and planning skills to develop and accurately manage complex projects and meet deadlines.
- Basic problem-solving skills to interpret compliance and report findings to management.
- Strong computer software skills required, including Microsoft Office programs, Canva, Submittable, Survey Monkey, WordPress, telephone systems, general office software and systems utilized by DAC.
- Experience with all social media platforms.
- Design skills, ability to design social media posts, digital and printed materials and power point presentations to promote the program.
- Develop and maintain effective working relationships with managers, employees, contractors, consultants, and others encountered as required by work assignments.
- Ability to effectively and professionally represent Durham Arts Council internally and externally in person and in writing, and to employ diplomacy and sound judgment in

establishing and building relationships with current and prospective clients, partners, volunteers, other DAC staff, and the community.

- Ability to work as an effective team member with other DAC staff, demonstrating sound business judgment in decision making.

SPECIAL REQUIREMENT

- Applicant must show proof of being fully vaccinated against Covid-19 and its current variants or submit verified medical or religious exemption.

Typical Physical Demands: sitting, walking, standing, climbing stairs, moving pedestals, polishing vitrines, writing, hearing (telephone/meetings), distinct speaking (telephone, meetings, presentations to public) visually preparing and reviewing the work of the program. Requires ability to transport displays, marketing and education materials to meetings and presentations. Manual dexterity to operate a computer keyboard. Ability to type and enter computer data and perform various writing and reporting functions.

Typical Equipment, Machinery, Vehicles, Tools and Technology used in the performance of position duties: Computer, telephone, Microsoft Office software, Excel, Submittable grant application and reporting software, Canva, Powerpoint, digital scanner, copier, fax machine, postage meter, calculator, audio/visual equipment, and various types of presentation and display equipment.

Work Schedule and Environment: Professional office environment on-site. Travel to off-site locations for various meetings and events necessary. Normal work week for this position is Monday through Friday 9:00 a.m. – 5:00 p.m. Work schedule will also include some early morning, evening and weekend functions including, but not limited to meetings to promote the program and support applicants, special events, committee meetings, client meetings/events, and DAC Board meetings.

SALARY AND BENEFITS

This is a full-time, exempt salaried position. The position is grant-funded through December 31, 2025, with potential for extension depending on funding availability. Salary budgeted hiring range is \$41,000 - \$45,000 depending on experience and qualifications. DAC offers an excellent benefits package for full time employees that includes paid holidays, paid vacation, paid sick time, and paid personal time; Section 125 FSA plan, plus health insurance (100% employer paid), long and short-term disability, dental, and life insurances and a retirement Simple IRA plan with up to 3% employer match. Professional development opportunities for staff include workshops, conferences, webinars, and classes based on budget resources and performance.

DAC is an Equal Opportunity Employer. DAC is committed to Diversity, Equity, Access and Inclusion. Diverse candidates are encouraged to apply.

Durham Arts Council serves a diverse community and is committed to workplace equity through ongoing learning, discussion, investment in training, and continual recommitment to our core values. Our organization considers applicants equally of race, color, creed, religion, sex, national origin, disability, marital status, age, gender, gender identity, disability, or sexual orientation.

The provisions of this job description are based upon and are to be compatible with existing legislation, by-laws, goals and objectives, and personnel policies governing Durham Arts Council, Inc. This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the supervisor. All requirements are subject to change over time, and to possible modification to reasonably accommodate changing institutional needs and individuals with a disability.

More information on the Durham Arts Council is available at www.durhamarts.org

More information about Durham, North Carolina is available at <http://www.durham-nc.com/>

Durham Arts Council * 120 Morris St.* Durham, NC 27701

About the Durham Arts Council and Durham, NC

The Durham Arts Council is a 501(c)(3) nonprofit and local arts agency dedicated to supporting the arts in Durham and the entire Triangle Region in North Carolina and has served the community since 1954. Each year DAC serves over 400,000 visitors and program participants, over 2,000 artists, and more than 300 arts and cultural organizations through classes, artist residencies, exhibits, festivals, grants programs, technical support, creative economy initiatives, arts advocacy, and information services. Durham Arts Council, Inc. is a catalyst in the cultural development of Durham - it leads, inspires, and promotes excellence in and access to the creation, experience, and active support of the arts for all the people of our community. For more information call 919.560.ARTS(2787) or visit our website at www.durhamarts.org.

Durham Arts Council is in downtown Durham, a vibrant, diverse, and fast-growing city of approximately 295,000. Durham is part of the larger Triangle region of North Carolina, with a metro population over 1.4 million. The area is a center for education, research, health care and technology industries that require a strong cultural, educational and entertainment base to attract qualified employees. A 2018 national study cites Durham as #7 in U.S. mid-size cities for arts vibrancy. Durham's nonprofit arts and cultural sector provides \$154.2 million annually in economic activity.