UPAF Job Description

Community Partnerships Coordinator

Date: May 9, 2022

Position Purpose
Coordinate UPAF Member Group activities and programs in support of the United Performing Arts Fund (UPAF) annual campaign. Coordinate outreach programming with local nonprofit partners through the UPAF Connect program, in partnership with Director of Community Partnerships. Support the UPAF Allocation process through tracking of performance and outreach activity and associated payments to UPAF Members, as well as the coordination of the annual application process. Coordinate UPAF Affiliate Program, which provides grants to smaller performing arts organizations through an annual application process. Support program evaluation and reporting for UPAF Bright Minds, UPAF Connect and UPAF Kasey’s Fund programs. Provide support to Affinity Programs, Next Generation UPAF & UPAF Notable Women, under direction of Director of Community Partnerships.

Responsibilities

Member Group Relations
1. Develop and prepare process and guidelines for:
   • Securing appropriate and requested performers or speakers for companies and organizations, executing confirmations with all parties, tracking and reporting credit.
   • Developing and distributing Member and Affiliate communications.
   • Securing additional campaign incentives from Members.
2. Serve as primary contact for Member and Affiliate activities, including but not limited to:
   • Performer Speaker allocation/reporting.
   • Incentives & ticket voucher fulfillment.
   • Open rehearsals and sneak preview performances.
3. Compile and distribute Member Group campaign support credit and debit reports on monthly basis during 15-week annual campaign.
4. Serve as administrative support for annual Allocation and granting process, including application and review management.

Community Outreach
1. In partnership with the Director of Community Partnerships, coordinate UPAF Connect activities with nonprofit partners.
2. Support program tracking and reporting for UPAF Bright Minds, UPAF Connect and UPAF Kasey’s Fund programs.
Advancement
1. Partner with Advancement Coordinator in ensuring an effective process for Workplace Giving performance requests.

Affiliate Program
1. Serve as the primary contact for the organizations interested in applying for annual grant support through the UPAF Affiliate Program.
2. Oversee the Grant application process communicating the application and grant details with all interested organizations.
3. Serve as the administrative contact for the Affiliate Grant Review Panel, tracking scores and providing information relative to the organizations applying for support.

Qualifications:
Education: Bachelor’s degree in Communications, Marketing, Nonprofit Management or other similar background preferred.

Job-related experience: A minimum of three years of direct nonprofit and/or for-profit organization experience. Candidate must have strong written and verbal communication skills. The ability to network and develop strong relationships throughout the community is a must.
1. Strong and highly effective organizational and communication skills.
2. Strong attention to detail.
3. Ability to communicate effectively with a diverse, artistic community.
4. Enthusiastic and engaging disposition; comfortable working with individuals from a variety of backgrounds.
5. Creative problem solving and ability to focus and prioritize multiple duties.
6. Ability to manage a complex schedule.
7. Proficient in basic computer programs, Word, PowerPoint, Outlook, Excel.

Salary Range:
Commensurate with experience with full benefits inclusive of health insurance, life and long-term disability insurance, savings retirement plan.

Reports to: Director of Community Partnerships

Primary Working Relationship: President & CEO, Chief Advancement Officer, Directors of Development, Finance Directors, Advancement Coordinator, and Loaned Executives

Contact: Please forward resume and cover letter to resume@upaf.org.