**Paul M. Angell Family Foundation**

**Job Position Open**

**Position Title: Program Associate**

Location: Chicago, Illinois

Supervised by: Managing Director

Status: Full-time, exempt

Date: September 26, 2018

This is a newly-created position to assist grants management in the Performing Arts program, with a specific focus on theater groups.

**About the Foundation**

The mission of the Paul M. Angell Family Foundation is to advance society through the performing arts, conservation of the world’s oceans, enhancement of educational opportunity, and the prevention and alleviation of poverty. The Foundation was founded in early 2011 to honor Paul M. Angell and his compassion, ingenuity and industriousness. The Foundation has grown significantly in recent years and awarded over $15 million in grants in the last year.

**About the Performing Arts Program**

The mission of the Performing Arts Program is to promote and propagate performing arts events in our geographic focus areas. The program provides grants to performers, presenters, and educators in the field of classical music and dramatic theater. Its geographic focus areas are metro Chicago, the Greater Midwest (currently including Cleveland, Ohio and Detroit, Michigan), and the Mid-Atlantic region (from Washington, DC to Philadelphia, PA). Types of grants include General Operations, Program, and Educational Outreach. Educational Outreach may soon be merged into Program. The program does not currently make awards to dance groups, film, and spoken word. On a limited, case-by-case basis, the program considers requests from groups which might be considered Culture or Humanities.

**Essential Responsibilities**

**Program**

* Provide information to nonprofits applying to the Foundation for grants.
* Review proposals, read written materials, and maintain communication with applicants.
* Conduct site visits to theater applicants in Chicago and Greater Midwest. Manage expectations.
* Organize and provide input to the Board of Directors in the determination of grant awards.

**Administration**

* Explore extended areas of grant making in the Midwest. Research areas of potential interest to the directors.
* Monitor progress of grantees, review their reports, conduct grant compliance on all performing arts grants. (Final Reports vs Objectives).
* Participate as a member of the team in gathering data, analyzing patterns in grant making, evaluating the grant making program.
* Work with the Managing Director and Grants Manager in the preparation of Board books.

**Other**

* Actively participate in required staff and Board meetings. Update knowledge by participating in educational opportunities, participating in professional organizations.
* Protect the organization by keeping information confidential.
* Perform other duties as assigned by supervisor.

**Work Environment**

* Work on evenings and weekends as needed.
* Occasional out of town travel is required.
* Must possess a valid driver’s license and an insured vehicle.
* Work at off-site locations is required and those may not necessarily be fully accessible.
* This role routinely uses standard office equipment such as computers, phones, and scanners. Employee is regularly required to talk, hear, see, and communicate effectively via computer.
* Smoke- and drug-free environment.
* Paul M. Angell Family Foundation is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. Paul M. Angell Family Foundation does not discriminate against any individual with respect to the terms and conditions of employment based on that individual’s race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. Paul M. Angell Family Foundation is committed to a fair and equitable workplace.

**Qualifications:**

* BA in Theater a must. MFA in Theater or Theater Education preferred.
* Five years’ involvement in professional theater at any capacity.
* Excellent writing, verbal communication, and presentation skills required.
* Must be proficient and able to use standard computer applications (word processing, spreadsheets, pdf’s). Proficiency in using the Macintosh operating system a plus.
* Experience with database software a plus.
* Passion for nonprofit work.
* Experience with classical music and/or dance companies a plus.

**Personal Qualities**

* The successful candidate will have expertise in the performing arts, generally, and theater, specifically.
* Must have the ability to discern quality in theater performances, programs, and educational initiatives, while maintaining a positive and respectful relationship with applicants.
* Able to self-organize and work independently in an active, energetic, and growing program while also working comfortably with a small team of dedicated staff.
* Enjoys a small work environment (three colleagues).
* Embraces the intrinsic value of the arts, as well as the related social and academic outcomes from performing arts groups’ activities and education programs.
* Embraces the progressive values of a vibrant philanthropic organization, dedicated to improving and maximizing the potential of communities and their citizens.
* The successful candidate will demonstrate impeccable professionalism, dedication to the program’s mission, and possess a genuine desire to be a helpful resource to the Foundation, its grantees, and applicants.

**Compensation**

* Salary commensurate with experience and qualifications.
* Benefits package includes health insurance, short-term disability, etc.

**How to Apply**

* Please submit resume and cover letter to jobs@pmangellfamfound.org with the subject line “your last name, first name.” Please indicate in your email where you heard of the position opening.
* No phone calls please.