



DIRECTOR OF PROGRAMS (Full-Time)

BRONX COUNCIL ON THE ARTS (BCA)

Founded by visionary community leaders in 1962, BCA is dedicated to the promotion of cultural equity in and for The Bronx. We nurture the borough's vibrant and culturally diverse ecosystem – especially its independent artists and smaller cultural groups – through programs that build connections, provide resources, and advocate for the needs of culture in the borough.

BCA is the only organization serving both individuals and organizations across all artistic disciplines (both performing and non-performing), in all neighborhoods of the borough. This allows our impact to extend beyond direct services and support – we act as a catalyst for community, which in turn helps to fuel the viability and vitality of culture across the borough. Specifically, we strive to ensure:

- Artists & Creatives (mostly early- and mid-career) in the Bronx can make a sustainable career from their art and continually deepen the quality of their work
- Small arts organizations in the Bronx can flourish in their mission and create a viable ecosystem for the arts to thrive
- An arts & cultural ecosystem that is healthy, vibrant, connected, accessible and pervasive throughout the Bronx.

The Position:

The Director of Programs is a member of the senior team and reports directly to the Executive Director (ED). The Director of Programs is responsible for the oversight of the public programs, regrants, and visual arts departments, and directly supervises the Grantmaking Manager, the Programs Manager, and the Longwood Art Gallery Director. They work collaboratively with other members of the staff and are accountable to contributing to a positive organizational culture of warmth, passion, and accountability. The Director of Programs is a key member of the team and plays a strategic role in the design, development, and implementation of relevant, innovative programming for the artistic community of the Bronx.

Responsibilities:

- Research, plan, design, develop, and implement BCA regrants and public programs from start to completion, including deadlines, milestones, and processes
- Work with ED in the development of regrants and program budgets. Oversee budgets for all programs
- Participate in projects and initiatives that generate community participation and elevate the visibility of BCA
- Work with fundraising consultant and staff to prepare funders' proposals and reports
- Act as a thought partner to the ED
- Ensure the implementation of policies that further equity, diversity, and inclusion practices across all programs
- In collaboration with the ED, build annual program plans that attract participation and strengthen artists throughout the borough
- Design and implement program-related revenue generating initiatives. Maximize the use of the BCA

Bronx Council on the Arts

2700 E Tremont Avenue, Bronx, NY 10461

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building to serve the community

- Ensure program administration systems are clear and streamlined to increase efficiency
- Ensure artists feel supported and valued as they engage with BCA's regranting and other programs
- Build and steward relationships with various types of funders on behalf of BCA
- Build and steward relationships with artists, grantees, and partner organizations
- Devise program evaluation strategies to monitor performance and determine the need for improvements
- Supervise all program managers to provide feedback and resolve complex problems
- Produce reports and presentations for funders and the board
- Evaluate program profitability
- Work with external finance team to facilitate transactions and compliance
- Oversee a 6-person program team

Qualifications

- 3-5-years of experience leading relevant community programming in a nonprofit setting, preferably within the arts and culture field
- Broad knowledge of program management principles
- Strategic mindset as well as ability to lead and develop subordinates
- Expertise in the use of systems, including Microsoft Suite, Submittable and other grant making databases, Zoom, etc.
- Skilled at creating, analyzing, and managing budgets
- Proficient at using technology in project management processes
- A firm understanding of the sector in which BCA operates
- Excellent interpersonal, and written and spoken communication skills
- Forward-thinking mindset, strategic experience, and planning skills
- Leadership and excellent relationship-building abilities
- Strong presentation and public speaking skills
- Goal-driven, organized, and efficient in their work
- Strong management skills. Experience in both leading teams and in working collaboratively as part of a team

Education:

Bachelor's degree required. Master's preferred, or equivalent combination of education and experience.

Location

Hybrid

Compensation

\$75,000 - \$80,000

Application

Please send a cover letter and resume to programdirector@bronxarts.org, with subject line: "Director of Programs." No phone calls please.

Closing Date

Position open until filled.

BCA is an Equal Opportunity Employer (EEO). All candidates for employment will be considered without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, physical or mental disability, veteran status, or any other basis protected by applicable federal, state, or local law.