

**Cultural Office of the Pikes Peak Region  
Program Manager Job Description (Part-time)**

The program manager for the Cultural Office of the Pikes Peak Region will be an experienced self-starter with a strong background in project management, community relations, forming corporate partnerships and nonprofit fund development. The successful candidate will possess strong organizational skills and a high attention to details. In close collaboration with the Executive Director this individual will assist in developing and implementing a new fundraising program to support arts and culture in the Pikes Peak region.

**POSITION TITLE:**

Program Manager

**REPORTING RELATIONSHIP:**

Reports to Executive Director

**SUMMARY DESCRIPTION OF POSITION:**

The Program Manager will assist in the creation and implementation of a new arts fundraising program by developing work plans and revising as appropriate, securing necessary resources from individuals and community partners, and managing day-to-day operations of the program.

**QUALIFICATIONS:**

- Bachelor's degree, with preference to degrees in arts administration, public administration, business administration, marketing, communications or organizational development.
- At least three years' experience in project management, community relations, or fund development.
- Excellent writing, editing and speaking skills.
- Experience leading development activities for arts and cultural organizations.
- Experience using social media channels to inform supporters.

**COMPETENCIES:**

- Self-motivated, organized, adaptable.
- Interpersonal skills to facilitate work with a wide range of individuals and groups from culturally diverse publics.
- Ability to meet deadlines, manage multiple tasks simultaneously, prioritize duties, and work independently as well as part of a team.
- Ability to think and work creatively.
- Respect for a diversity of cultures.
- High level of comfort with technology and the ability to learn new software. Computer skills required but not limited to Word, Excel, Adobe Photoshop, PowerPoint, and desktop publishing.

### **ESSENTIAL JOB FUNCTIONS:**

- Is visible in the community and advocates for arts and cultural organizations.
- Develops lasting relationships with individuals, businesses, and arts organizations in the Pikes Peak region.
- Continually seeks opportunities for new partnerships in the community.
- Initiates and manages corporate relationships, representing the organization and its needs to the business community.
- Assumes responsibility for the management of partner databases and all records, files, and gift processing.
- Works effectively with volunteers to implement programs.
- Research best practices of other local arts agencies across the country.
- Assists with branding of COPPeR and programs to include website design and professional marketing materials.
- Delivers engaging, informative, well-organized presentations.
- Effectively communicates relevant project information to executive director and Board of Directors.
- Assist with additional duties as assigned.

### **MINIMUM PERFORMANCE STANDARDS:**

- All employees of COPPeR are expected to maintain high standards of productivity, cooperation, attendance and efficiency.
- All employees are responsible for promoting the mission of the organization.
- All employees maintain a voice to advocate for the arts and for COPPeR specifically.
- All employees follow branding and communications standards established for the organization.
- Professional dress and manner required to maintain a positive public image for the organization.
- Weekend/evening commitments when necessary.
- Reliable transportation necessary.

### **PHYSICAL REQUIREMENTS AND FREQUENCY:**

- Requires the use of office equipment, such as computer terminals, telephones, copiers, fax machines, etc.
- Requires corrected vision/hearing to normal range.
- Requires eye-hand coordination and manual dexterity.
- Requires prolonged standing and/or sitting.

### **SALARY AND HOURS:**

\$32,000 annually, part-time (30 hours/week)

Please send cover letter and resume to [hr@coppercolo.org](mailto:hr@coppercolo.org). Closing date March 2.