

Job Announcement

Position Title: Outreach Program Officer

Work Schedule: 40 hours/week

Position Status: Full-Time exempt

Salary Range: \$45,000 - \$50,000

Benefits: Medical, dental, life, long-and short-term disability, employee 401K, paid vacation, sick and holiday time. The staff works in a hybrid work environment.

Number of Positions to be filled: 2



Are you passionate about connecting with communities and driving positive change? Do you thrive in an environment where your creativity and strategic thinking can make a real difference? If so, we invite you to apply for an Outreach Program Officer position at United Arts of Central Florida. In this impactful role, you will play a key role in developing and implementing engaging outreach initiatives that expand our reach, build relationships with key stakeholders, and advance our mission. You will be responsible for:

- **Program Development & Management:** Proven ability to develop, implement, and manage strategic outreach programs.
- **Communication & Relationship Building:** Strong written and verbal communication skills, combined with the ability to build rapport and relationships with diverse individuals and community stakeholders.
- **Collaboration & Teamwork:** Ability to work effectively with internal and external partners, including staff, volunteers, community leaders, and partner organizations.
- **Organizational & Planning Skills:** Strong organizational skills to manage multiple tasks simultaneously, prioritize effectively, and meet deadlines efficiently.
- **Data Analysis & Reporting:** Track and analyze outreach program data to measure progress, identify strengths and weaknesses, and continuously improve program effectiveness.

Preferred Skills:

- **Grant Management:** experience in managing all aspects of a grant program, including guideline creation, application review, recommendation, award notifications, and post-award monitoring.
- **Cultural Competency:** Demonstrated understanding and appreciation of diverse cultures and perspectives, combined with the ability to tailor outreach efforts to specific communities.
- **Software Proficiency:** Proficient using relevant software tools (e.g., Microsoft Office Suite, database software). Experience with grant management software a plus.

Education, Experience, Travel & Other:

- Bachelor's degree from a four-year college or university,
 - Exceptional skill sets and experience may qualify instead of formal education.
- Two years of experience in philanthropy or the nonprofit sector
 - Experience in grant administration is a plus.
- Able to travel in the four-county region and attend cultural events on nights and weekends outside of normal 9-5 Business hours (monthly)
- Must be able to lift 30 lbs.

To Apply

Please send us an application with your resume and a cover letter describing your experience as it relates to the requirements of this position and why you are interested. Please email your application to hr@UnitedArtsCFL.org with Outreach Program Officer in the subject line.

The job posting will remain active until filled. Multiple open positions may be filled through a single announcement.

Not sure you meet 100% of our qualifications? Research shows that men apply for jobs when they fulfill an average of 60% of the criteria. Yet, women, BIPOC, ALAANA, diverse lifestyle identifying individuals, and populations who are systematically marginalized tend only to apply if they meet every requirement. We encourage you to apply if you believe you can excel in this role.

United Arts' is an equal-opportunity employer committed to maintaining a drug-free, smoke-free working environment.

Diversity, Equity, Inclusion and Accessibility

United Arts' vision is to increase access to the arts for all people of Central Florida. To achieve this vision, we have established a set of strategic goals that include a commitment to be more intentional about diversity, equity, inclusion, and accessibility in everything we do.

In compliance with the Americans with Disabilities Act, United Arts will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.