

Civitella Ranieri Foundation  
Coordinator of Programs & Operations, NY  
November 2020

Overview:

This role reports to the Executive Director and works closely with the Residency Director in Italy, as well as the Coordinator of Juries, Grants, & Projects in New York City. The position coordinates scheduling, travel arrangements, and communications for Fellows. The individual is responsible for working regularly with the Italy office (beginning work early in the morning is required); managing maintenance and upkeep for the NY office; updating the website, social media, databases, and mailing lists; coordinating the annual fundraising appeal; designing advertisements; processing donations and payments; providing technical assistance; and organizing events.

Requirements:

The individual should possess great organizational skills, be resourceful, detail-oriented, and able to prioritize tasks. (S)he must be computer proficient & have experience with the full Microsoft suite, G Suite, social media platforms, Adobe design software, and Wordpress. Flexibility is important, as there are often events to attend outside of office hours. The individual must have strong interpersonal skills to work well in a small quiet office and represent the Foundation in New York. Communications between the New York and Italy offices are aided by Italian language skill, as is familiarity with working online collaboratively. Excellent English grammar skills are essential.

Primary Duties:

**Programs Coordination**

- Fellowship Season
  - Schedule Fellows & maintain master schedule
  - Compile & circulate Fellows' bios
- Winter Sessions
  - Help organize tours & groups, actively recruiting participants
  - Communicate with tour leaders & participants
  - Schedule & book associated travel & rentals
  - Process payments & reimbursements

**Travel Coordination**

- Fellows
  - Book economic round-trip travel
  - Assist with visa applications as needed
  - Track travel expenses & issue reimbursements
- Executive Director/Staff/Jurors
  - Assist in purchasing flights
  - Track travel expenses & issue reimbursements

**Board Meetings**

- Organize materials for meetings thrice a year

- o Communicate dates, venue, & materials with Board Directors
- o Prepare space for Board meetings
- o Take & send out meeting minutes

## **Events**

- o Plan & organize April annual parties and events
- o Act as schedule master for the NYC office, meetings, events
- o Assist at all events

## **Communications**

- Internal
  - o Communicate regularly with Executive Director, assisting with projects/requests
  - o Communicate weekly with Residency Director & Coordinator of Juries, Grants, & Projects about Fellows' travel & programming
  - o Share documents across NYC/Italy for seamless information & knowledge flow
  - o Email & general daily correspondence
- External
  - o Prepare email blasts for events, fundraising, important news, etc.
  - o Communicate with Board Directors, Fellows, Advisory Council Members, Friends of Civitella, as needed
  - o Make ads for the Academy of American Poets
  - o Collaborate with Coordinator of Juries, Grants, & Projects on producing & sending out Newsletters via Mailchimp
  - o Update & maintain the website, Facebook and Twitter accounts
  - o Check & post social media platforms regularly
  - o Communicate with Graphic Designers & Webmaster as needed

## **Finances**

- Fundraising
  - o Coordinate annual fundraising efforts
  - o Send out physical mailings, ensuring addresses have been updated, & implement online/media versions
  - o Create a yearly comprehensive fundraising report
  - o Record donations & send formal letters of acknowledgement
  - o Reconcile donations with Bookkeeper each quarter
- Merchandise
  - o Keep track of and order stock for office and kitchen supplies
- Bills/Accounts Administrator
  - o Pay monthly bills with the bookkeeper
  - o Act as the bank's authorized signer, performing basic banking tasks
  - o Seek out & communicate with outside vendors for office as needed
  - o Administrate staff health care plans
- Bookkeeper Assistance
  - o Label receipts appropriately for the Bookkeeper
  - o Producing any items needed for audits
  - o Provide general IT support to Bookkeeper

## **Office Management**

- Team Management/Supervising
  - Responsible for interns in NYC (when applicable)
  - Cultivate & foster a positive team office culture
  - Ensure that all office operations are running smoothly
- Record Keeping
  - Accurately maintain the Foundation's database & archives (physical & digital)
  - Keep all mailing lists up to date
  - Produce yearly loop/yearbook
- Office Space
  - Attend co-op board meetings & communicate with building management about news, improvements, & concerns
  - office repairs and upkeep
  - Open/receive/send mail

## **Experience:**

Previous work in a professional office environment. Able to work online with Microsoft programs, Google Suite, Adobe design software, Dropbox and Wordpress.

Undergraduate degree preferably in the arts or humanities.

## **Application Deadline:**

November 30, 2020

## **Application Requirements**

Cover letter outlining how you qualify for the job and why it interests you.

Current Resume or CV

Two references to be reached by phone or email. Written references not accepted.

Social Media Writing Samples - 3 to 5 posts suitable for Facebook, Instagram and Twitter

Starting salary is \$50,000.00 per year plus a generous benefits package.

**Send application package to: [civitella@civitella.org](mailto:civitella@civitella.org)**