

ABOUT US

The Hispanic Alliance is a 501c3 nonprofit based in Greenville, SC, advancing economic opportunity for the growing Hispanic population. We envision a vibrant and inclusive community where everyone has access to opportunities for success and prosperity, and our mission is to foster collaboration and connectivity among people, resources, and cultures to build a thriving community. We convene the largest collaborative network of individuals and agencies working together to increase access to resources and eliminate systemic barriers in four priority areas: Education, Health, Legal Services and Financial Stability. Our work developing the next generation of leaders has been recognized nationally and globally.

We are a growing team of talented individuals who are passionate about our work and love people and collaboration. We are well known for our positive and entrepreneurial organizational culture, and our diverse staff and volunteer network create a vibrant and fun work environment.

CONTEXT

The Hispanic Alliance (HA) seeks an entrepreneurial, arts-focused individual who can turn the goals of a joint project between Hispanic Alliance, the South Carolina Arts Commission (SCAC), and the South Carolina Department of Education (SCDE) into a reality. The three-year project seeks to support the SCDE's expansion of arts learning initiatives. SCDE has partnered with SCAC, who in turn will administer and deploy resources to support numerous arts-based pilot projects across the state.

Hispanic Alliance's project, one such pilot, aims to support early education and diversity by curating arts experiences for young students to interact with art by diverse artists. The goals of the project are:

1. To celebrate Hispanic cultures and help build pride in the richness of the diverse traditions of South Carolina's growing Hispanic / Latinx community.
2. To foster collaboration across cultures and community building by supporting projects that celebrate multiculturalism and diversity.
3. To build capacity within local and statewide educational systems to equitably serve Hispanic/Latinx students.

THE ROLE

A successful individual in the role will be able to connect several parties into a series of tangible efforts, including but not limited to: diverse artists, SCDE and SCAC

representatives, school officials, parents, students, HA stakeholders, in-school and out-of-school educators, and community members. The person will be familiar with art, artists, and art curriculum but also be able to navigate the nuances of grant management, SCDE and SCAC goals and measurements, and state dynamics to ensure final products are high quality, in alignment with stated goals, and are sustainable into the future.

ROLES AND RESPONSIBILITIES

- Develop relationships and partnerships with arts organizations, K-12 arts education entities, school and afterschool organizations, culturally diverse artist and emerging artists
- Coordinate closely with partner youth and arts organizations to inventory current resources and assets
- Work with partners to explore and develop joint approaches to:
 - increase opportunities for youth to be exposed to and participate in a variety of cultural diverse arts in the community
 - develop supports for emerging artists (arts space, education opportunities, apprenticeships, entry into arts shows, etc.)
 - promote local and emerging artists in the media
 - Develop and implement strategies to celebrate and uplift cultural diverse arts and artist
- Research and build relationships with funding opportunities,/organizations and connect needs and strategies with resources
- Work with HA team to incorporate arts strategies and promotion throughout HA events and activities as appropriate
- Produce a quarterly report on all program activities.

KEY RELATIONSHIPS

External

- Works closely with the SCAC staff and partners
- Develops and cultivates relationships with arts organizations, schools, and HA stakeholders and partners.
- Engages and collaborates with members of HA network and volunteers.
- Identifies and engages Hispanic artists, tradition bearers, and other cultural resources to work with students.

Internal

- Reports to the Operations Director.
- Works closely with the Programs and Fund Development Department
- Receives support and advice from the External Affairs Board Committee.

DESIRABLE EXPERIENCE/QUALIFICATIONS

This is an innovative project, and we are looking for the right person. The qualifications below are highly desirable but not required:

- Familiarity with the arts community, and specifically the Hispanic arts community
- Experience with grant management (as an direct grantee or administrator)
- Demonstrates a creative, entrepreneurial spirit
- Alignment with Hispanic Alliance values

ESSENTIAL QUALIFICATIONS/SKILLS

The internal culture of the Hispanic Alliance is fast-paced and nimble. We are looking for team members who are collaborative, inclusive, efficient, and adaptive. The ideal candidate for this position is a creative, innovative, and strategic thinker, able to build strong partnerships and with demonstrated success in the following areas:

- Bachelor's Degree required
- Working knowledge of the arts field and sectors/Familiarity with the arts community
- Experience as an artist, arts administrator, or arts educator
- Ability to build rapport and credibility with community partners.
- Ability to work collaboratively with diverse groups and individuals
- Superb written and verbal communication skills
- Excellent computer and software skills required, specifically, expertise with Microsoft Excel (including creation and maintenance of spreadsheets); Microsoft PowerPoint (including the development of dynamic PowerPoint presentations); Microsoft Word (including practical document layout, formatting, and design); Google Drive file management;
- Experience establishing organizational systems to improve efficiency and functioning in a changing environment
- Experience meeting deadlines while balancing multiple projects, including calendar management, travel arrangements, and event planning coordination.
- Ability to travel within the state
- Fluency in Spanish is preferred but not required.

HOURS

This is a full-time, exempt position, which requires flexible hours (evenings and weekends).

LOCATION

Ideally this position will be based in Greenville or the Upstate of South Carolina but candidates across the state of South Carolina are encouraged to apply.

COMPENSATION/BENEFITS

\$45,000 - \$55,000 annually depending on experience + bonus based on achievement of goals. Health benefits available to full-time employees.

TO APPLY

Email a resume and a cover letter* stating why you are applying and what makes you a strong candidate for this job to Jobs@HispanicAllianceSC.com

**Applications without a cover letter will not be considered for this position.*