

Readiness and Relief Coordinator

Location: Montpelier, VT (Due to COVID-19 the CERF+ office is temporarily closed and all staff work from a fully virtual/home office) (possible permanent remote/virtual work)

About CERF+

CERF+, now celebrating our 36th anniversary, started when a handful of craft artists passed a hat at a craft show to collect donations for peers who had recently experienced an emergency. Fast forward to our most recent year, when we provided over \$1 million in direct assistance to craft artists experiencing career threatening emergencies or facing dire financial situations due to the pandemic. We also teach artists how to prepare for and mitigate their emergency risks, make their studios safer places to work, and to plan for their sunset years. We're a small team of six dedicated professionals who work closely and collaboratively.

Overview of the role: You will be integral to the expansion of the readiness and relief services that we offer to craft artists. This is a new position and you will be part of an organization that has worked diligently to understand and serve the needs of craft artists. You'll help our readiness and relief programs synergize and organize, think differently, plan and implement in a more proactive and culturally responsive way, and communicate out what we're doing and the resources that are available to artists.

Who you are

- **Passionate.** You are passionate about the arts. You care about providing a safety net for artists. You want to come to work and feel inspired every day. You understand the importance of contributing to a mission like CERF+ as a member of the team.
- **Culturally Responsive.** You value and demonstrate values of equity, diversity and inclusion.
- **Solutions Oriented.** You think through all the problems and solutions, interpret program trends, results, and related data to formulate inspiring and practical recommendations and action.
- **Collaborative.** You understand that the best way to meet and exceed goals is through outstanding teamwork. This includes working with people at all levels of the organization and managing stakeholder expectations.
- **Driven by Data.** You are analytical and metrics-driven and comfortable leveraging data to assess effectiveness and inform programmatic decisions.
- **Agile.** You are comfortable navigating ambiguity and working with competing priorities. You maintain composure and remain positive under pressure.
- **Organized.** You organize and prioritize with ease. You like a strong project plan and understand the right tools to achieve your goals.
- **Communicative.** You are an effective communicator with excellent writing and editing skills. You have interpersonal and presentation skills, and ability to relate effectively and authentically to myriad stakeholders with sensitivity and patience.

- **Fun.** The work we do is very serious, but that doesn't mean we don't have fun. We know how to have a good time and you should too.

What you'll do:

Grants Administration

- Administer grant management policies and procedures including grant submissions, grant reporting, distribution of funds, and surveys
- Communicate by phone, email, and in-person with applicants, understanding the sensitive nature of these conversations
- Manage workflow and processes for in-kind brokered assistance program, document processes in SalesForce, and coordinate distribution of donor acknowledgements
- Coordinate with external grant committee to review applications and document feedback
- Assist in research and evaluation of tools, services, products and or database or technology enhancements to streamline grant and education and outreach activities
- Maintain beneficiary and outreach data in CERF+ SalesForce database and suggest recommendations for improvement
- Coordinate with consultant and staff to maintain proper database procedures and implement security features and enhancements as needed
- Monitor and track emergency grant funds balances and coordinate reporting to Deputy Director
- Assist with reporting and information collection for annual financial audit
- Provide weekly report out to staff of latest grant beneficiaries

Research, Monitoring, and Evaluation

- Coordinate data collection for grant reporting and analysis
- Research and compile new and relevant emergency preparedness and career resilience resources for incorporation into CERF+'s website, eblasts, and offerings
- Maintain emergency preparedness and career resilience resources on CERF+ website
- Research possible outreach partners based on organizational priorities

Communications

- Draft disaster situational reports and communications regarding federally declared disasters
- Collect testimonials from grant recipients and workshop participants, work with Director of Development and Communications to write stories and provide copy edits
- Coordinate execution of mass email outreach to individuals and organizations before, during or after disasters/emergencies
- Assist in the development of webinars and presentations for trainings and workshops

Other duties that could come along

- Schedule and organize meetings/events and maintain agenda
- Create presentations, summaries and materials to ensure better communication and organization-wide understanding of programs
- Overall website education and resource support
- Prepare or assist in the preparation of grant requests and funding continuation from outside sponsors
- Collect data and prepare information for Board updates as requested
- Provide assistance with other projects as needed

Some experience you might bring

- Bachelor's Degree or equivalent in experience
- A degree in humanitarian assistance, emergency management, social work or a related field is a plus
- Experience working in the arts, grants management, or the craft art field is a plus
- Case management practices and procedures a plus
- 3-5 years professional experience in nonprofit sector or related professional experience
- Fluency in Spanish desired
- Advanced skills in Office including Word, Excel, PowerPoint
- Advanced Salesforce skills or equivalent CRM preferred

Position Scope

Some domestic travel may be required (up to 15%). All travel currently on hold due to Covid-19.

Salary & Benefits

We offer a friendly, open work environment, excellent benefits and the opportunity to make a difference in the lives of artists across the U.S. and territories.

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

- Generous flexible holiday, vacation and personal time. You start with at least 28 days, plus sick time
- After one year we put money away for your retirement (3% of annual salary)
- We cover your dental and the majority of your health insurance and even some for your spouse and or dependents. We also add money to a Health Savings Account and provide short-term disability and life insurance
- Casual and flexible work environment
- Appreciation of work-life balance

CERF+ is an equal opportunity employer and is committed to a diverse workplace. People from diverse racial, ethnic and cultural backgrounds, women, LGBTQ+ individuals, and persons with disabilities are highly encouraged to apply. CERF+ does not discriminate on the basis of race,

religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.

The application deadline is May 3, 2021. Please send a letter of interest and resume to:
Attention: Kim Sudol, Administration Manager: jobs@craftemergency.org.