Job: Senior Program Officer
Status: Exempt
Reports to: President and CEO
Supervises: ENGAGE Program Liaison and Program Consultants
Location: Houston, TX

The Senior Program Officer is a member of the senior management team, provides leadership for the ENGAGE program, and is the lead in developing M-AAA’s satellite location in Houston. This position will provide day-to-day management of ENGAGE, including; ensuring program resources and activities are administered as planned and meet program implementation requirements, managing program budgets, hiring and supervising program staff and consultants, and overseeing the participant selection process.

Accomplish the Objectives of Mid-America Arts Alliance:

- Epitomize the organization’s mission to strengthen cultural organizations and communities through our commitment to high quality, meaningful, and accessible arts and culture programs and services.
- Embody the core values of the organization.
- Achieve the strategic goals to build the resilience and capacity of small and midsize arts and culture organizations.
- Sustain and develop collaborations and partnerships with key stakeholders.
- Connect ENGAGE alumni and current ENGAGE participating organizations to the full array of grantmaking, professional development, and arts and humanities programming opportunities.
- Lead M-AAA’s first satellite location in Houston.
- Act as primary liaison with M-AAA Board of Directors Committee(s) and provide staff support for committee activities.
- Participate in the development and management of the strategic plan.

Provide Program Implementation and Management of ENGAGE:

- Successfully achieve the primary program goals of the ENGAGE Program
- Recruit, interview, hire, conduct performance evaluations, and negotiate salaries/fees for staff/consultants in consultation with the President and CEO of Mid-America Arts Alliance.
- Relay to staff and consultants program strategies through regular communication
Oversee Program Financial Management:

- Monitor the financial component of the program, including the coordination and oversight of all program budgets.
- Provide M-AAA Development staff with technical expertise in the preparation of grant progress and final report narratives, and appropriate support materials for private and public fundraising.

Working Conditions: Most work is of a sedentary nature, sitting at a desk using a computer, phone and other office equipment. Work requires travel throughout the Greater Houston Metropolitan Area, to M-AAA headquarters in Kansas City, MO, regionally, and nationally to attend M-AAA board meetings, conferences, and other convenings pertinent to our programming/operations.

Minimum Qualifications

- Bachelor’s Degree in education, communications, arts administration or closely related field.
- Master’s Degree in Arts Leadership or the equivalent preferred
- At least five years experience in non-profit management.
- Knowledgeable of professional development practices.
- Bilingualism is a highly preferred skill
- Demonstrated ability to manage staff
- Ability to work remotely
- Excellent written and verbal communication skills.
- Proficiency in Salesforce and MS Office

To apply please send cover letter, resume, and salary requirements to hr@maaa.org

Mid-America Arts Alliance is an Equal Opportunity Employer.