

Job: Professional Development Consultant
Status: Independent Contractors
Reports to: Engage Senior Program Officer
Supervises: N/A
Location: Houston, TX

Mid-America Arts Alliance seeks two independent contractors as Professional Development Consultants for Engage Houston. Engage Houston is Mid-America Arts Alliance's professional development program for small to midsize organizations in the counties of Harris, Brazoria, Chambers, Fort Bend, Galveston, Liberty, Montgomery and Waller. Engage provides focused professional and organizational development training using a combination of peer learning, coach consultations and workshops. The Engage program is designed to strengthen participants' organizational effectiveness and sustainability, amplifying an arts ecosystem that supports the wider community.

Job Duties:

- Assist with the recruitment of Engage participants and organizations.
- Work with Engage participating organizations by identifying issues of organizational need and providing training resources and coaching to establish improvement goals.
- Work with the Senior Program Officer, Engage Liaison and other Engage program consultants to formulate high-quality content program content including but not limited to the creation of agendas, handouts, lecture and discussion, and PowerPoint presentations. Identify organizational needs and work with content experts to develop Expert-led Topical Workshops.
- Provide Individual Coaching Sessions supporting organizations as they make progress toward goals established in the beginning, and during, the program.
- Consultant will aid organizations in making measurable progress towards goals.
- Consultant will prepare reports to document all consulting activities of each consultation visit, including phone and email consultation.
- Develop and/or identify additional materials needed by Engage participating organizations, and share these materials with participant organizations and the Engage program staff.
- Consultant will support organizations in completing their organizational assessments, improvement plans, goal setting activities, and review of project outcomes.
- Act as an advocate for each assigned organization's improvement.
- Review and assist in the development and implementation of all Engage assessments and training tools, participant project goal setting, evaluation of participant outcomes.

Working Conditions

Most work is of a sedentary nature, sitting at a desk using a computer, phone and other office equipment. This position will be required to travel to meet with organizations on a routine basis. While a majority of work occurs in relation to a long term plan, the Program Development Consultant will be required to be flexible to changing priorities.

Minimum Qualifications

- Master's Degree in arts administration, nonprofit management, public administration or Master's Degree in the Arts or equivalent experience; prefer 7-10 years experience in non-profit sector
- Considerable experience in organizational governance and community engagement
- Experience working with diverse communities
- Creative and proactive problem solver
- Ability to multitask
- Excellent oral and written communication
- Possess a strong emotional intelligence
- Experienced in MS Office and Salesforce

To Apply

Please submit cover letter, resume, name of three references, and a sample proposal for a professional development workshop on the topic of organizational governance or community engagement to hr@maaa.org. Applications will be accepted through August 31, 2019.

Mid-America Arts Alliance is an Equal Opportunity Employer.