



New Employment Opportunity with Missouri Citizens for the Arts

About Us

Missouri Citizens for the Arts (MCA) is a non-partisan, statewide grassroots organization that advocates for stable public funding and broad access to the arts across Missouri. We work at the intersection of arts, policy, and community to ensure the arts remain a vital part of life for all Missourians.

Why Join Us?

- Flexible, part-time schedule
- Meaningful work supporting arts advocacy statewide
- Opportunity to build relationships with artists, advocates, and arts leaders
- Be part of a small, committed team making a real impact

Want to apply?

Send your cover letter and a resume to Leslie Forrester, Board President via email: director@mo4arts.org.

First consideration of submissions will begin February 20, 2025. The position will remain open until filled.

Missouri Citizens for the Arts - Competency-Based Job Description

Title:	<i>Administrator</i>	Department:	<i>Administration</i>
Classification:	<i>Administration</i>	Reports To:	<i>Board Chair/Lobbyist</i>
		Supervision:	<i>As Required</i>
Approved By:	<i>Board Chair</i>	Approved Date:	
Schedule:	<i>10 - 20 hours a week with flex schedule</i>		
Benefits:	<i>None</i>		

Mission Statement: Missouri Citizens for the Arts is a non-partisan, state-wide, grass roots organization that advocates to secure stable financial support for the arts to benefit Missouri and its citizens.

Summary: The primary purpose of the Administrator is to be a multi-tool to the organization. Whether this means being present at meetings to take minutes, or welcoming a new member, the Administrator needs to be ready to jump in to solve problems.

Job Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, minimum experience, training, and / or ability required to accomplish this employment expectation.

- Excellent professional oral and written communication skills, including on social media platforms
- Self-starter able to work with minimal supervision
- Experience working with nonprofit organizations
- Extensive knowledge Google Workspace
- Knowledge of managing a CRM or a willingness and curiosity to learn

Desired Qualifications:

- Knowledge of the state's resources and other arts organizations.
- Comfortable working independently
- Comfortable working in a diverse, inclusive environment

Essential Duties and Responsibilities / Core Competencies:

1. Membership Management & Engagement
2. Management of the organization's donor management software, Neon One.
3. Board Support including management of Zoom, keeping the meeting minutes and recordings, maintaining the board membership list, and other board support roles.
4. Email Distribution and maintenance.
5. Support for Missouri Arts Advocacy Week events and projects.

This job description supersedes all previous descriptions. It is not intended to be all inclusive. Employee may perform other related duties as delegated or negotiated in order to meet the ongoing needs of the Missouri Citizens for the Arts has the right to add or change the job responsibilities at any time.

"I affirm that I will fulfill the responsibilities of my job description to the best of my ability."

Employee: _____ Date: _____

Board Chair: _____ Date: _____