

Mellon/ACLS
PUBLIC FELLOWS PROGRAM 

Job Title:	Community Impact Analyst
Organization:	San Francisco Arts Commission
Location:	San Francisco, CA
Stipend and Benefits:	\$68,000 annually with health insurance for the fellow, professional development funds, and relocation allowance
Start Date:	August 1, 2019

ORGANIZATION DESCRIPTION

Established by charter in 1932, the San Francisco Arts Commission is the city agency that champions the arts as essential to daily life by investing in a vibrant arts community, enlivening the urban environment, and shaping innovative cultural policy. The Arts Commission envisions a San Francisco where the transformative power of art is critical to strengthening neighborhoods, building infrastructure and fostering positive social change. We believe the arts create inspiring personal experiences, illuminate the human condition and offer meaningful ways to engage with each other and the world around us. We imagine a vibrant San Francisco where creativity, prosperity and progress go hand in hand. We advance artists' ideas to improve the quality of life for everyone through a united cultural sector whose contributions are vital and valued. Learn more at www.sfartscommission.org.

POSITION DESCRIPTION

As a result of community advocacy, a ballot initiative has restored arts funding to San Francisco's Hotel Tax Fund and resulted in a 45 percent increase to the funding of the Arts Commission over the next two years. To ensure equitable access to the new resources, the Arts Commission is developing a five-year Cultural Service Allocation Plan to distribute funding from the new Arts Impact Endowment.

The Arts Commission is seeking a Community Impact Analyst who will manage a community engagement process and use the findings to design and execute a process to evaluate the impact of the agency's existing grant programs and the five-year allocation plan of new funds. This role will be part of the agency's administrative team, and will report to the Senior Racial Equity and Policy Analyst. The analyst will work across the agency to support staff with data-informed decision-making and improve the agency's capacity to develop and use analytical tools to improve the impact of its work. The analyst will also work with staff at other City agencies, local funders, and community stakeholders to ensure that the agency's is funding strategy is equitable and responsive to local community needs.

The position is located in the Arts Commission's office in the War Memorial Performing Arts Center, in the Civic Center of San Francisco

Key duties and responsibilities:

- Research, design, and document the community engagement process to ensure promising practices and the inclusion of marginalized communities;

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- Manage the outreach process, including identifying key stakeholder and networks, working with the Director of Communication on social media campaigns, and finding strategies to reach new communities;
- Design surveys, conduct interviews, and facilitate focus groups and other engagement activities;
- Facilitate conversations with key internal and external stakeholders;
- Summarize findings from these conversations into a report with concrete strategies that will improve the impact of the agency's existing grant programs;
- Design and implement an evaluation process to measure the impact of the five-year allocation plan, including benchmarking, developing evaluation metrics, collecting data, and conducting an initial evaluation;
- Complete a report containing the findings and any suggested potential revisions to the five-year allocation plan;
- Report back to the community and City partners on findings, promising practices, and other lessons learned; and
- Conduct policy analysis and research to support the agency's annual budget process, as needed.

QUALIFICATIONS

- PhD in the humanities or humanistic social sciences;
- Background in or familiarity with research, policy analysis, and/or community development;
- Strong analytical skills;
- Ability to summarize complex ideas into concise recommendations and work plans;
- Ability to communicate effectively with different audiences;
- Experience facilitating conversations with varied stakeholders; and
- Persistence, flexibility, and a focus on finding solutions.

APPLICATIONS

- Information on the Mellon/ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS online application system (ofa.acls.org)
- Application deadline: March 13, 2019, 9 p.m. Eastern Daylight Time

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