



a project of
newventurefund

Position Description

Position Title: Artist + Influencer Manager

Location: Remote

Reports to: Creative Director

Status: Full-Time, Exempt

Position Summary

IllumiNative seeks a highly motivated and experienced Artist + Influencer Manager who will be responsible for coordinating artist and influencer engagements and commissions for organizational campaigns and projects including the Artist and Storytellers Fund and Natives Vote 2022. The Artist + Influencer Manager will lead identification, communication, coordination, providing baseline creative direction, and collaboration for all major content development and art commissions for upcoming campaigns. Each campaign can engage up to 20 or more creatives in addition to regular commissions and communications planning.

Successful candidates will have prior experience organizing and managing artists and influencers across various spheres of influence (from micro-influencer to major talent), experience sourcing and identifying talent on social platforms, strategic communications, and coordinating complex campaigns and projects. Timely, quality communication and coordination as well as strong copywriting skills are a must for the Artist + Influencer Manager role.

Organization Summary

IllumiNative is a national, Native woman-led racial and social justice organization. Our mission is to build power for Native peoples by amplifying contemporary Native voices, stories, and issues to advance justice, equity, and self-determination. We utilize research, narrative and culture change strategies, movement-building and digital organizing to dismantle white supremacy and mobilize public support for Native issues. To learn more about our work, visit www.illuminatives.org.

Role Responsibilities and Tasks

- Work closely with the Director of Communications + Storytelling and Creative Director to ensure artist and influencer commissions and engagements are reflective of IllumiNative's values and mission and aligned with campaign goals and audiences.
- Lead the development and drafting process for calls for proposals and commissions.
- Lead the contracting and payment process for each commission in partnership with the Operations Manager.
- Provide updates, timelines, etc. to campaign leads and executive leadership on artist and influencer partnerships.
- Identify, communicate, coordinate, and manage artist and influencer commissions throughout the duration of each campaign, in accordance with IllumiNative's Artist Partnership Guidelines.
- Participate in weekly campaign planning meetings for All My Relations and Natives Vote.
- Cultivate impactful artist and influencer relationships and opportunities that are high quality, sustainable, and meaningful for both the artist/influencer and the organization.
- Effectively present creative concepts and ideas to bolster campaign messaging and goals into shaping impactful artist engagements.
- Research artists and influencers for potential partnerships and update our Creative Contact list.
- Facilitate meetings with artists and influencers, including pre-existing IllumiNative artist relationships and external partners in our network who hold artist and/or influencer relationships.



a project of
newventurefund

- Track impact of artist engagements (including social media metrics) across the organization's campaigns to tell the story of IllumiNative's core identity, values, and mission as well as the impact of the work the organization does, especially as it relates to Native communities, power building, and narrative and culture change strategy.
- Design and implement an evaluation process to measure and understand the impact of commissions across campaigns and projects.
- Other duties as assigned.

Education, Experience, Knowledge, Skills, and Ability

- At least 1-2 years of experience working with and activating artists in a non-profit, firm, tribal or related organization.
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for IllumiNative's mission and commitment to building power for Native peoples.
- Experience taking a hands-on approach in leading a variety of initiatives and campaigns. A strong candidate should have previous experience developing creative strategies for campaigns.
- Strong project management skills and sharp attention to details.
- Self-directed and pro-active.
- Ability to translate complicated concepts into inspiring and convincing messaging.
- Can multitask and remain organized among several deadlines without sacrificing quality.
- Ability to collaborate and communicate with internal as well as external partners and other organizations. A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment.
- Capable of working and communicating effectively and respectfully with diverse groups of people.
- Strong written and verbal communication skills; a good communicator with excellent interpersonal and multidisciplinary project skills.
- Comfortable with receiving constructive feedback and applying feedback in day-to-day work and responsibilities.
- Good judgment and creative problem-solving skills, including negotiation and conflict resolution skills.

All employees of NVF are required to complete timesheets.

How to Apply

Please feel out the application at the link provided.

Compensation and Benefits

Salary range: \$50,000-\$70,000

Benefits:

Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance, 3% automatic contribution and a 3% employer match on 401k contributions, pre-tax transportation benefits, and paid holidays, vacation, sick, and volunteer time off.



a project of

newventurefund

Hiring Statement

ILLUMiNative is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

COVID-19 Policy

To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at HR@newventurefund.org.