

# The Laundromat Project is seeking an Artist & Community Development Manager

## Who we Are

Locally relevant and nationally recognized, [The Laundromat Project](https://laundromatproject.org) (The LP) advances artists and neighbors as change agents in their own communities. We envision a world in which artists and neighbors in communities of color work together to unleash the power of creativity to transform their lives and surroundings. We make sustained investments in a community of multiracial, multigenerational, and multidisciplinary artists and neighbors committed to societal change by supporting their artmaking, community building, and leadership development.

Since 2005, we have directly invested over \$1M in 250+ multiracial, multigenerational, and multidisciplinary artists and 93 innovative community art projects, while engaging over 50,000 New Yorkers. This is an especially exciting time to join our team as we make our new home into a creative community hub on Fulton Street in the heart of Bed-Stuy, Brooklyn.

The LP values and centers the voices, cultures, imaginations, knowledge, and leadership of people of color in all of our work and operations. To learn more about The LP, please visit: [laundromatproject.org](https://laundromatproject.org).

## Your Role

The Artist & Community Development Manager will support the organization's community engagement efforts by fostering relationships and developing programming that inspires meaningful participation and connection through creative activities and initiatives.

This role collaborates with our Director of Programs, programs team and with staff across the organization to support The LP's ability to build authentic connections with our community, artists, alumni, and stakeholders in Bed-Stuy, Central Brooklyn, and across NYC.

We recognize that a successful candidate will meet many of the qualifications listed on this job description, but may not meet all of the qualifications. If many of the elements describe you and the work you'd like to do, we encourage you to apply. We consider both formal and informal work and learning experiences as relevant to the position.

## What you will lead

### Community Engagement

- **Imagine, plan, coordinate, schedule, and participate in a variety of outreach activities.** You will be deeply involved in community meetings, special interest engagements, and other public events.
- **Design and coordinate public programs and initiatives.** You will lead outreach, tracking, and evaluation for virtual & in-person programming.

- **Stay Informed and Connected.** You will actively learn about and keep up with the people, cultural dynamics, and pressing issues facing community members in and around Bed-Stuy and Central Brooklyn, including families, artists, cultural workers, educators, and local organizations.
- **Design and Implement Outreach Strategies.** You will craft and execute comprehensive community outreach plans while serving as the primary point of contact between The LP and community stakeholders. This includes representing the organization at key meetings such as tenant associations, community boards, and cultural coalitions.
- **Build and Strengthen Partnerships.** You will cultivate meaningful, long-term relationships with community leaders, organizations, and local businesses across New York City to strengthen the LP's presence and collaborative impact.
- **Lead Community Needs Assessment.** You will spearhead the design and implementation of a community needs assessment to identify critical areas of focus, ensuring that our programming aligns with the evolving needs of the community.

### Artist Development

- **Strategic Program Planning.** You will transform programmatic vision into practice by developing, expanding, and managing both existing and new programs.
- **Foster Artist & Alumni Engagement.** In collaboration with The LP's Alumni Artist Liaison, you will foster collaborative partnerships with community-based entities such as arts organizations, community gardens, and local businesses, strengthening pathways for LP artists and alumni to deepen their engagement with the organization.
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### Operational & Administrative Responsibilities

- **Ensure program success.** Monitor and execute grant outcomes in collaboration with the Director of Programs, Development, Communications, and Operations teams.
- **Oversee financial management.** Manage program budgets, ensuring responsible and strategic allocation of funds.
- **Lead and supervise team members.** Provide management and mentorship for 1-2 direct reports, consultants, interns, and volunteers, fostering a collaborative and supportive team environment.

### What you will support

- **Strengthen organizational processes.** Assist with administering programs, tracking data, and maintaining accurate program evaluations.
- **Manage organizational tasks.** Support general administrative functions such as donor acknowledgment, event logistics, fundraising efforts, and the preparation of program materials and reports.
- **Advance community advocacy.** Participate in advocacy and outreach events, representing The LP's mission and programs to a broad audience.

## How you work

- **You are goals and results-oriented.** You make things happen. You are able to stay focused on and successfully achieve milestones. You are proactive in adjusting based on learnings in order to stay on track.
- **You take initiative.** You proactively identify gaps and develop solutions. You are comfortable figuring things out and being resourceful to meet your goals.
- **You're a team player.** You enjoy and are highly skilled at collaborating within and across teams.
- **You enjoy building relationships.** You enjoy and are skilled at engaging new partners and maintaining and strengthening relationships with existing partners.
- **You are passionate about making a difference** and supporting communities of color, and see art-making as a powerful tool for transformation and advocacy.

## Areas where you shine

- **You are an organized project manager.** You are able to successfully manage multiple projects, partners, and milestones, and keep internal teams on track towards project goals and deliverables.
- **You are a great communicator.** People enjoy engaging with you and you enjoy engaging with people. You can communicate complex concepts simply to diverse audiences via written materials, email, phone, and presentations, both in person and virtually.
- **You're experienced and comfortable working with a variety of stakeholders.** You understand how to tailor your communication and approach based upon the audience and their specific needs.
- **You enjoy learning.** You want to dive in and really understand how your role facilitates transformative change making and community building through an intersectional and socially engaged lens.
- **You're humble and self-aware.** You're aware of what you know, and what you don't know, and are great at bringing in other people to round out your personal expertise.
- **You thrive in dynamic, evolving environments.** You're excited to work with a small, agile, and fast-moving team. You are flexible and nimble, able to operate successfully in a growth environment, and are comfortable with change, evolution, and transformation.
- **You have a demonstrated interest in art, community, and social justice.** You are deeply engaged in the intersection of art, community, and social justice, using creative expression as a tool for advocacy, connection, and transformative change.

## Requirements

- 4-5 years of experience in the arts and/or creative community development field.
- 3+ years managing direct reports.
- Strong understanding of The LP's mission and values
- Experience with community engagement, using arts and culture to build relationships.

- Familiarity with the principles, tactics, and strategies of cultural organizing.
- Ties to the Brooklyn and NYC arts community (preferred).
- Multilingual skills (Spanish, French, Haitian-Creole, etc) is a strong plus.
- Knowledge of Google apps, Slack, Salesforce, and Asana, are a strong plus.

## Working Conditions

- Significant computer work, which may require repetitive motion, prolonged periods of sitting, and sustained visual and/or mental applications.
- Light physical labor and space set-up, including moving boxes, equipment, chairs, and other inventory and supplies as needed.
- Regular movement and local travel for off-site meetings and programs, as well as community walks and meetings.
- Accessibility needs are accommodated as much as possible and requests are encouraged.

## Compensation

The annual salary for this role is \$78,000.

We offer comprehensive benefits including health, dental, and vision insurance; a 401(k) retirement savings plan with a guaranteed 4% employer contribution; a Wellness Fund for personal development and self-care; funds for professional memberships, and professional development opportunities. Time off includes vacation, holidays, personal time, and a collective week off during the Summer and at year-end.

## Organizational Culture

The LP strives to be a positive, fulfilling, and healthy place to work by providing professional development opportunities, generous benefits, and a flexible work schedule that allows staff to have greater wellbeing both in and outside of work. We are a POC-centered learning organization committed to working together as a staff to further our collective understanding around the many intersecting cultures, histories, and experiences that inform our work.

## Location

1476 Fulton Street, Brooklyn, NY. Work time includes both regularly scheduled in-office hours 3 days a week and remote hours 2 days a week, with additional in-person requirements as needed.

## Details

- Anticipated start date: March 2025

**The Laundromat Project** advances artists and neighbors as change agents in their own communities.

The logo for The Laundromat Project, featuring the text "The Laundromat Project" in white, sans-serif font, arranged in a circular pattern around a central point, all contained within a black circle.

- Reports to: Director of Programs
- Position type: Full Time
- Geographic Reach: Citywide, with a particular focus on Bed-Stuy & Central Brooklyn

## To apply

- Deadline: February 21, 2025
- Apply here: [https://form.jotform.com/laundromat\\_proj/apply-acd-manager](https://form.jotform.com/laundromat_proj/apply-acd-manager)
- Format: application should be submitted as a single pdf and include:
  - Cover letter outlining how your skills and experience meet the position qualifications
  - Resume outlining your relevant professional experience.

Please Note: Newly hired employees are required to be fully vaccinated for COVID-19 and must provide proof of vaccination upon request by the organization. Requests for potential accommodation shall be considered in accordance with applicable law if and at such time as a conditional offer of employment is extended to a candidate. Applicants should not provide any medical or genetic information with their application.

We cannot respond to all inquiries—only candidates for consideration will be contacted. We will not accept reference letters or phone calls.

The Laundromat Project is an equal opportunity employer. People of color, women, immigrants, LGBTQIA+ individuals, and others who may contribute to a rich diversity of perspectives and ideas are especially welcome and encouraged to apply.