Anchorage Concert Association

Position Description: INSPIRE Anchorage Community Partnership Manager
July 2026

Position Title: INSPIRE Anchorage Community Partnership Manager
Reports To: Executive Director
Employment Type: Full-Time, Non-Exempt
Location: Anchorage, Alaska
Hours: Generally 9am to 5pm Monday through Friday with 2-4 evenings or weekends commitments each month
Compensation: $32.00 to $34.00 per hour

Position Summary
The INSPIRE Anchorage Community Partnership Manager leads Anchorage Concert Association's INSPIRE Anchorage initiative. The position develops and maintains the relationships, knowledge, and trust necessary for INSPIRE Anchorage and ACA to serve as a trusted connector, thought partner, and resource for Anchorage's arts and cultural community.

Working collaboratively with ACA staff and community partners, the Community Partnership Manager is responsible for engaging stakeholders, supporting arts advocacy, coordinating collaborative initiatives, and identifying and strengthening the conditions that contribute to a healthy and resilient arts and cultural ecosystem.

The Community Partnership Manager:

- Builds trust and credibility with stakeholders by serving as a connector, facilitator, and community ambassador who brings together key ecosystem stakeholders.
- Coordinates INSPIRE Anchorage initiatives, including the Anchorage Arts Alliance, ARTWORKS Anchorage, and other collaborative projects that strengthen relationships, increase visibility, and advance arts and culture throughout the community.
- Helps identify, understand, and strengthen the conditions that support a vibrant arts and cultural ecosystem through partnership development, ecosystem learning, and community engagement.

About Anchorage Concert Association
Anchorage Concert Association (ACA) enriches our community by bringing people together through the performing arts. In addition to presenting exceptional performances and providing education and engagement opportunities, ACA works to strengthen Anchorage's broader arts and cultural ecosystem through the INSPIRE Anchorage initiative.

INSPIRE Anchorage recognizes that vibrant arts communities depend upon strong relationships, effective advocacy, community leadership, and collaboration across sectors. Through

partnerships, convenings, storytelling, and civic engagement, INSPIRE Anchorage helps strengthen the conditions that allow artists, organizations, and communities to thrive.

Essential Duties and Responsibilities

1. Stakeholder Development

Build and steward relationships that increase awareness of the value and impact of arts and culture and strengthen Anchorage's arts and cultural ecosystem.

- Develop and implement stakeholder communication strategies.
- Cultivate opportunities for engagement and participation in ACA, INSPIRE Anchorage, and community arts initiatives.
- Serve as a trusted connector and resource for community stakeholders.

2. INSPIRE Anchorage Initiatives

Lead the planning, coordination, and continuous improvement of INSPIRE Anchorage initiatives that strengthen Anchorage's creative community.

- Coordinate core INSPIRE initiatives and manage project planning, implementation, budgets, timelines, and community partnerships in collaboration with ACA staff.
- Evaluate initiatives and recommend improvements.

3. Partnerships and Civic Engagement

Strengthen collaboration, civic engagement, and public support for Anchorage's arts and cultural community.

- Support advocacy efforts by monitoring civic issues, government activity, and community developments that affect the arts and cultural sector.
- Convene stakeholders to build partnerships, share information, and encourage collective action.
- Represent Anchorage Concert Association and INSPIRE Anchorage in community meetings, public forums, and collaborative initiatives.

4. Arts and Culture Ecosystem

Identify, understand, and strengthen the conditions that contribute to a healthy and resilient arts and cultural ecosystem.

- Monitor community trends and identify opportunities that strengthen Anchorage’s arts and culture ecosystem.
- Connect people, organizations, and resources to advance collaboration, visibility, advocacy, and community capacity.
- Help position INSPIRE Anchorage as a trusted connector and resource.

5. Organizational Learning

Advance ACA's understanding of the community while contributing to a culture of learning, innovation, and continuous improvement.

- Document lessons learned and identify emerging opportunities that strengthen INSPIRE Anchorage and ACA's strategic priorities.
- Collaborate across ACA departments.
- Share community insights and recommendations to inform ACA planning and decision-making.

Qualifications

Required Qualifications

- Bachelor's degree in arts administration, nonprofit management, communications, public administration, community development, education, or a related field; or an equivalent combination of education and professional experience.
- Three to five years of progressively responsible experience in community engagement, partnership development, nonprofit leadership, project management, or a related field.
- Demonstrated ability to build and sustain collaborative relationships across diverse organizations, sectors, and communities.
- Excellent written, verbal, interpersonal, and presentation skills, with the ability to communicate effectively with a wide range of stakeholders.
- Strong organizational and project management skills, including the ability to manage multiple priorities, meet deadlines, and work both independently and collaboratively.
- Demonstrated facilitation and meeting management skills, with the ability to convene productive conversations among diverse participants.
- Proficiency with Microsoft Office and other common collaboration and project management tools.
- Valid driver's license, access to reliable transportation, and the ability to travel regularly throughout the Anchorage community, including occasional evening and weekend meetings and events.

Preferred Qualifications

- Experience working in the arts and cultural sector.
- Knowledge of Anchorage's arts, nonprofit, business, education, and civic communities.
- Experience with community engagement, collective impact, systems thinking, adaptive leadership, or collaborative network development.
- Experience with grant-funded initiatives, program evaluation, and organizational learning.

Knowledge, Skills, and Personal Qualities

The successful candidate will demonstrate:

- Curiosity and a commitment to continuous learning.
- Exceptional relationship-building and networking abilities.

- Sound judgment, discretion, and professionalism when working with diverse stakeholders.
- Strategic thinking and the ability to recognize emerging opportunities and community needs.
- Initiative, adaptability, and comfort working in evolving environments.
- A collaborative leadership style with the ability to connect people, ideas, and resources.
- A commitment to strengthening Anchorage's arts and cultural ecosystem through partnership, inclusion, and community engagement.

Working Conditions
This position is based in Anchorage and requires regular travel throughout the community. Two to four evening or weekend work activities per month is often required, including support for ACA performances, events, and community activities. The position frequently represents Anchorage Concert Association in community settings.

Physical Requirements
Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

The employee must be able to communicate effectively, operate standard office equipment, travel throughout the community, and occasionally lift materials weighing up to 25 pounds.

Compensation and Benefits
Salary is commensurate with experience. Anchorage Concert Association offers a competitive benefits package including health insurance, retirement benefits, paid time off, professional development opportunities, and access to ACA programming.

Equal Employment Opportunity
Anchorage Concert Association is an Equal Opportunity Employer and is committed to creating an inclusive workplace that values diversity, equity, accessibility, and belonging. ACA encourages applicants from all backgrounds who are passionate about strengthening our community through the performing arts.

This position description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, or qualifications. Responsibilities may change as organizational priorities and community needs evolve. As part of a collaborative staff team, the employee may also be asked to support other ACA programs, events, and organizational activities as needed.