



Maine
Community Foundation

Maine Expansion Arts Grant Program Reviewer Job Description

Position Overview: The primary role of this position is to review proposals to MaineCF's Maine Expansion Arts grant program, provide comments to applicants, and recommend funding based on the program criteria and priorities.

Key Responsibilities:

- Read and evaluate submitted Maine Expansion Arts proposals and make recommendations based on the program criteria and priorities
- Participate in training and information sessions as needed
- Read and complete form agreeing to abide by MaineCF's Conflict of Interest, Code of Conduct, and Whistleblower policies.

Training & Support Provided:

- Volunteers will have access to the MaineCF staff for questions and support.
- Volunteers will receive a general overview of MaineCF and the Maine Expansion Arts grant program.
- Volunteers will receive training about MaineCF's proposal review process, including using our online system.

Time Commitment/Schedule:

- Volunteers must participate in a one-hour orientation and online review training on October 1 from noon-1pm.
- Volunteers must commit to reviewing 8-10 proposals, approximately 6-8 hours to review proposals online in October *NOTE: Time commitment may vary depending on the number of volunteers recruited and the number of proposals received.*
- Volunteers must submit their evaluations by end of the day on Friday, October 25.

Qualifications & Skills Needed:

- Volunteers should have knowledge of and interest in arts issues and/or BIPOC-led organizations in Maine, preferably with an emphasis on arts in rural and BIPOC communities.
- Volunteers should have access to the internet and a computer and be comfortable using an online system.
- Volunteers should have the ability to evaluate proposals based on specific criteria.

Conflict of Interest:

It is in the best interest of Maine Community Foundation to be aware of and properly manage all conflicts of interest and appearances of conflict of interest. Volunteers are expected to disclose all conflicts of interest to ensure that the review process is conducted in compliance with our conflict-of-interest policy.

If interested:

Before September 4, please complete the [online form](#). For more information, contact Erica McCrum, Community Partner, at emccrum@mainecf.org or (207) 227-7678.