

**Maine Expansion Arts Grant Program**

**External Reviewer Job Description 2023**

Position Overview: The primary role of this position is to read and review proposals in MaineCF’s Maine Expansion Arts grant program, provide comments, 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

• Read and complete form agreeing to abide by MaineCF’s Conflict of Interest, Code of Conduct, and Whistleblower policies.

Training & Support Provided:• Reviewers will have access to the MaineCF staff for questions and support
• Reviewers will receive a general overview of MaineCF and the Maine Expansion Arts grant program
• Reviewers will attend a one-hour online training session about MaineCF’s proposal review process, including using our online system.

• Reviewers will receive a $350 stipend to acknowledge the time and expertise they provide.

Time Commitment/Schedule: Reviewers must:• participate in a one-hour orientation and online **training on Friday, Sept. 22 from 10-11AM.**
• 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 volunteersrecruited and the number of proposals received.• must submit their evaluations in the online system by 9AM on Monday, October 30.

Qualifications & Skills Needed:• Readers 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
• Readers should have access to the internet and a computer and be comfortable using an online system
• Readers 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. Reviewers must 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 12th, please complete the [online form](https://forms.office.com/Pages/ResponsePage.aspx?id=XItkoByJMUSnXXuGpCdiGlF1_gcAB71Goai1uUtiLf5UOU05V1A0REE4TkxRWTBPQ0E0OUJVSEEzMi4u). For more information, contact Erica McCrum, Foundation Officer at emccrum@mainecf.org or (207)-412-2007.