

01/15/15

Job Announcement

Title: Part-Time Grant Writer at Arts Corps

Responsible to: Development Director

Hours: 20 hrs/week

Position is open until filled, but priority will be given to applications received by January 27th, 2015

Why Work at Arts Corps?

Founded in 2000, Arts Corps' mission is to unlock the creative power of youth through arts education and community collaboration. Arts Corps is a multidisciplinary organization in Seattle that provides free arts learning opportunities to young people from kindergarten through high school. Our programs encompass school-based programs, out-of-school classes and teen leadership programs with an emphasis on serving young people from marginalized communities. Through these programs and local and national leadership, Arts Corps addresses a critical opportunity gap in a region where race is the greatest determining factor in access to arts education.

Arts Corps classes are proven to build imagination, critical thinking, persistence and other 21st Century skills that help young people reach their full potential in school and in life. In 2012, Arts Corps received the highest national award in community arts education, the National Arts and Humanities Youth Program Award from the President's Committee on the Arts and the Humanities.

Arts Corps has grown significantly over the past several years, and our new grant writer will have the opportunity to make a profound impact on young people and on the trajectory of this dynamic organization.

Arts Corps is committed to the personal and professional growth of its employees. We work hard to build a supportive, respectful and celebratory community among our staff, board and volunteers, and we have a remarkable retention rate of staff. We look forward to finding the next member of our extended Arts Corps family.

Job Description:

Arts Corps is looking for a part-time Grant Writer who will be responsible for researching and identifying public, foundation and corporate grant prospects; compiling project information from relevant staff members; writing and submitting grants, along with detailed budgets; completing

forms and supplemental information; submitting grant reports, and cultivating and stewarding relationships with institutional funders. In this position, you will also create a grants procurement plan, with seasonal goals and milestones. A major part of your performance will be evaluated based on your ability to successfully secure grant awards, with support from Arts Corps staff. This role will be supervised by Arts Corps' Development Director.

Key Responsibilities:

- Research potential funding sources
- Draft a grants solicitation schedule
- Coordinate with key staff to compile relevant project information and compile all necessary grant materials
- Write/submit grants along with detailed budgets, complete forms and supplemental information to a variety of sources, including public and private funders
- Satisfy all grant reporting requirements in a timely manner
- Cultivate and steward strong relationships with institutional funders

Minimum Qualifications

- 2+ years experience successfully writing and securing grants
- Excellent written and oral communication skills
- Exceptionally strong attention to detail
- Strong time and project management skills
- Technical savvy with databases (Salesforce preferred), Word and Excel
- Extensive knowledge of the nonprofit/funding landscape
- Ability to make sound decisions in a manner consistent with the essential job functions
- Understanding of communications tools and tactics, including print and social media
- Excellent people and collaboration skills, strong team player
- Interest in working in a diverse work environment committed to social justice practices

Compensation will range from \$19 to \$23 per hour depending on experience. Generous benefits package includes medical, dental and vision insurance, 13 paid holidays and 20 days of paid time off annually. Please forward all inquiries with a resume and cover letter to dev@artscorps.org or mail a hard copy to Arts Corps, 4408 Delridge Way, SW, Suite 110, Seattle, WA 98106. Please reference the Grant Writer position in the subject line.