



## **Grant Writer**

### **Full-time, Hybrid**

#### **About the Organization:**

For over 40 years ArtsConnection (AC) has been one of New York City's most comprehensive arts education organizations with programs in the performing, visual and media arts. We provide arts education that taps into students' individuality and creativity to help them forge new pathways to navigate their education and future, while building critical thinking, creative problem solving, heightened self-esteem, literacy and strong communicative abilities. Programs are led by 140 racially, ethnically and culturally diverse teaching artists whose distinctive and varied artistic perspectives inspire, guide and support students. Each year, AC partners with NYC public schools (grades pre-K through 12) across the five boroughs, providing artist residencies, professional development for teachers and artists, and family arts events. Out-of-school-time (OST) Teen Programs link the city's cultural resources to the developmental and educational needs of teens, while providing space for artistic expression, experiential learning, career and leadership development. Our work, while rooted in New York City, has been an award-winning and sought-after model on a national scale.

#### **We are intentionally building a path towards equity by:**

- Using the arts as a platform to imagine an alternative future
- Integrating the processes developed by the organization-wide Community Care-Diversity, Equity, Inclusion, and Access Committee and understanding that we all have a place in this work
- Identifying and uplifting the assets that exist within our community of young people, artists, educators and arts leaders/administrators
- Transforming policies, procedures, practices, and programs (e.g., shifting our artist and staff hiring processes to be more equitable)

#### **About the Position:**

The **Grants Writer** will be part of a small, but growing development team, and will lead grant writing efforts to secure funding from foundation, corporate and government entities. This role reports to the Deputy Director of Development

***This is a full-time exempt position working 35 hours a week Monday through Friday in a hybrid environment, with one in-person day (Thursday) required in our midtown Manhattan office.***

#### **Responsibilities:**

- Develop and write grant proposals and reports for submission to government funders, foundations and other grant making organizations;
- Work closely with program staff to develop proposals and reports;
- Assemble and submit grant requests, including applications, LOIs, proposals, budgets, and other supporting materials;
- Take ownership of the grant process from A to Z; coordinate and manage various components and individuals in this process
- Maintain calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports, as well as keep the program staff abreast of developments and needs.

#### **Qualifications:**

- Bachelor's degree required and minimum of 5 years experience in grant writing in a non-profit environment.
- Demonstrated experience securing grants, in the five and six-figure range
- Strong communication skills, both oral and written

- Top notch interpersonal skills with the ability to deal effectively and persuasively with diverse constituencies, internally and externally, including ability to clearly and concisely communicate needs and requests to internal stakeholders
- Proactive and independent, while collaborative and team-player
- Strong organizational skills and the ability to manage time effectively
- Meticulous. Superior attention to detail
- Able to multi-task and maneuver in a fast-paced office

Salary Range: \$65,000-\$75,000 commensurate with experience, generous benefits included

Paid vacation, sick/personal leave, holidays and bonus days

Employee Health, Life, Vision, and Dental Insurance

Flexible Spending Plan, 403(b) retirement plan

Hours: 35 hours per week (7 hours per day Mon-Fri)

This is a hybrid position with in-person attendance at our office in Midtown Manhattan required for a minimum of 1 full day per week (currently Thursdays).

**In compliance with NYC Department of Education requirements, all ArtsConnection employees must be finger printed**

ArtsConnection is an equal opportunity employer. We have a strong commitment to equity and inclusion, and value the leadership and skills of people from diverse backgrounds. People of color, LGBTQ persons, and people from other historically marginalized backgrounds are encouraged to apply.

Please email resume, cover letter, and 1-2 page writing sample to: [JobQuery@artsconnection.org](mailto:JobQuery@artsconnection.org)

Subject line: "Grant Writer"

No calls please

Deadline to apply: Monday, March 23<sup>rd</sup>, 9am EST