



## 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 **Grant Writer** will lead grant writing and reporting efforts to secure funding from foundation, corporate, and government entities. This role reports to the Development Director and is a member of a four-person Development/Communications team.

#### **Responsibilities include, but are not limited to:**

- Develop and write grant proposals and reports for submission to government funders, foundations and other grant-making organizations
- 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, collaborate closely with program staff for development of proposals and reports
- 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
- Conduct ongoing research to support identification of potential new institutional funding opportunities

**Qualifications:**

- Investment in ArtConnection's values and interest in the arts and youth education
- Bachelor's degree (or equivalent experience) 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, experience with securing foundation, corporate, and government grants
- Ability to write clearly and persuasively, bringing to life the organization's programs and impact
- 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 being a strong collaborator
- Strong organizational skills and the ability to manage time effectively and meet internal as well as external deadlines
- Meticulous, superior attention to detail
- Able to multi-task and maneuver in a fast-paced environment
- Ability to work in alignment with ArtsConnection's Equity, Diversity, Inclusion, and Access Values: <https://artsconnection.org/diversity-equity-inclusion-values/>

**Compensation and Benefits:**

- Starting Salary Range: \$60,000-\$70,000 annually
- Paid holidays, vacation, sick, and personal leave
- Elective medical, life, vision, and dental Insurances
- Other optional benefits including pre-tax transit withholding, Flexible Spending Account, 401(k) retirement plan, and supplemental insurances

This is a hybrid position with in-person attendance required at our offices in Midtown Manhattan for a minimum of two days per week. Employees are permitted to work from home when not required to be present in the office.

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.

**Deadline to Apply:** by 9 am Thursday April 4<sup>th</sup>, 2024

Please email resume and cover letter to: [jobquery@artsconnection.org](mailto:jobquery@artsconnection.org)

Subject line: Grant Writer

No calls please