

## **GRANT WRITER**

Saltwater Performing Arts (formerly St. Marys Children's Theatre) is seeking a part-time grant writer for our non-profit theatre program(s).

### **Responsibilities:**

The Grant Writer is a part time position that reports directly to the Executive Director. The Grant Writer will be responsible for researching, writing and coordinating the grant application process; management of proposals and contributing toward a donor database.

### **Essential functions:**

- Write high-quality grant proposal narratives, applications, and supporting documents
- Responsible for researching, collecting data, and writing of each grant
- Work with department managers to compile financials and data
- Manage the proposal submission process to ensure timely submission
- Develops and maintains a proposal calendar
- Coordinate and follow-ups on the progress of submitted proposals
- Develops an annual grants strategy
- Conduct prospect research to identify, cultivate and solicit new grants
- Perform other duties as assigned

### **Experience/Qualifications:**

- A minimum of 2 years of experience in research and grant writing
- Nonprofit experience a plus
- Demonstrated ability to write successful grant proposals
- Detail-oriented, organized, deadline-driven
- Clear, precise and compelling writing skills
- Able to effectively communicate
- Motivated self starter with the ability to work independently with purpose and accuracy in a fast-paced environment

**Compensation:** Commiserate upon revenue generation

### **To apply:**

- Cover letter
- Résumé
- Provide a portfolio of sample writing

### **Note to Candidates:**

- Employment is contingent upon a successful background check and drug screening