



### **GRANT WRITER ASSOCIATE JOB DESCRIPTION**

**JOB TITLE:** GRANT WRITER ASSOCIATE

**DEPARTMENT:** DEVELOPMENT/ PART TIME

**REPORTS TO:** INTERIM OPERATIONS AND DEVELOPMENT MANAGER AND EXECUTIVE DIRECTOR

#### **JOB SUMMARY:**

Junior Players is a 501 (c)3 arts organization and is the oldest non-profit children's theater organization in Dallas. Since its founding in 1955, Junior Players has provided quality fine arts education programs to children across North Texas. Junior Players currently serves over 14,000 students in North Texas annually.

The Grant Writer Associate will assist the Interim Operations and Development Manager in the coordination of all of Junior Players development and fundraising strategies. The Grant Writer Associate will report directly to the Interim Operations and Development Manager. The Grant Writer Associate is responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects and assist with fundraising/donor related special events as directed by the Interim Operations and Development Manager.

#### **RESPONSIBILITIES:**

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.
- Perform prospect research on institutions, foundations and corporations to evaluate prospects for corporate and institutional giving grants.
- Work with finance to gather information necessary to report to corporate/foundation funders on current grant programs.
- Comply with all grant reporting as required by foundation/corporate donors.
- Provide stewardship to current donors, including work with Interim Operations & Development Manager to provide regular written updates (thank you notes, quarterly updates, etc.) to corporate and foundation donors.
- Provide cultivation reports on prospective donors.
- Understanding of institutional history and programs.
- Make appointments for Interim Operations and Development Manager and the Executive Director with foundation officers and other prospects, arrange for programmatic site visits for prospective stakeholders.
- Maintain current records in donor database and in paper files, including grant tracking and reporting.

- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc).
- Work with Interim Operations and Development Manager to provide development input for all written institutional materials (including Annual Report and Board of Directors).
- Assist with other fundraising/special events projects as requested

### **SUPERVISORY RESPONSIBILITY**

This is an individual contributor role with no direct reports;

### **EDUCATION, EXPERIENCE AND SKILLS REQUIREMENTS**

- High school diploma is required
- Bachelor's degree strongly preferred but not required
- Minimum 2 years of experience with a non-profit in an administrative or development role;
- Intermediate experience with MS Excel; basic experience with MS Word and PowerPoint
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong and positive contributor in team environments
- Experience working in deadline-driven environments.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Able to monitor and meet income goals

### **BENEFITS**

- Salary commensurate with experience
- Reimbursement for all travel expenses related to Junior Players programs
  - Commuting expenses related to traveling to and from the office from home are will not be reimbursed
- Reimbursement for all work-related expenses (subject to approval by the Executive Director)
- Exposure to Dallas arts leaders, administrators and elected officials
- Experience in the inner workings of a large-scale nonprofit
- Playing an integral role in transforming the lives of North Texas youth

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

Up to 50% travel to local meetings and events in DFW; a valid drivers license and acceptable MVR are required. This position works in an office environment and uses typical office equipment including phones, computers, and printers. Work is conducted in a fast-paced, rapidly changing environment. The ability to manage stress, build professional and collaborative relationships, and reason through complex business situations is essential.