



Grant Writing/Budgeting Specialist

Under the direction of the Director, the Grant Writing/Budgeting Specialist will research and identify potential foundation and corporate donors supporting performing arts. The Grant Writing/Budgeting Specialist will prepare proposals; draft/or complete correspondence, letters of intent, track the proposal and other related materials; and maintain donor files, database and spreadsheets.

Position Description MAJOR RESPONSIBILITIES:

- Responsible for all foundation, corporate and public grant proposals and reports, as well as cover letters, application forms, and grants acknowledgements.
- Research grant prospects regularly via varied tools such as online databases, 990 forms and donor Web sites
- Maintain detailed foundation and public donor prospect spreadsheet, including proposal and report deadlines.
- Create and package all proposal and report materials, including necessary attachments.
- Maintain all grant-related electronic and hard copy files.
- Ensure appropriate, updated budgets and other financial statements are included with proposals and reports.
- Track all foundations, corporations and governmental institutions that support the performing arts.
- Support the Director in all fundraising efforts, including events, annual appeal, individual solicitations, etc.
- Work with the Director to develop an operating budget to match Fermata Eclectic's mission goals as well as annual target grant funds.
- Research grant panel members and strategize relationship building.

MINIMUM QUALIFICATIONS:

- Grant writing, or related experience, with the possibility to show total amount raised vs. total amount applied.
- Excellent computer skills, proficient in Microsoft Word and Excel; Skype and other remote communications are a must.
- Excellent analytical skills, as well as written and verbal communication skills.
- Strong research skills.
- Ability to work well with others as well as be independently motivated.

How to Apply

Please [e-mail](#) your résumé and cover letter to the director. Candidates should use the cover letter to identify and describe any successful grant writing successes they have participated in, executed or developed. Work samples are encouraged.

Skype and other remote communications are a must.

Fermata Eclectic, Inc. is an Equal Opportunity Employer. It does not discriminate on the basis of race, gender, ethnicity, sexual or gender orientation, age, religion, or disability.