



ARTSFUND

Title: Grant Writer
Department: Development
Reports to: Vice President of Development

ArtsFund supports the arts through leadership, advocacy, and grantmaking in order to build a healthy, equitable, and creative Washington. At ArtsFund:

- We believe that arts and culture are tools for social change.
- We believe in arts and culture as an economic driver that creates jobs and revitalizes communities through its interconnectedness with the entire Washington economy.
- We believe in promoting equity by centering those most impacted by systemic oppression, including Black, Indigenous, and People of Color (BIPOC), LGBTQ+, and people with disabilities.
- We believe that communities benefit when youth and families are engaged in the arts.
- We believe that strong data, both quantitative and qualitative, can drive meaningful advocacy and change narratives.
- We believe that the arts bring people together with different experiences and that convening is essential for healthy communities.

Position Overview

ArtsFund is seeking a passionate and experienced Grant Writer to join our team. The Grant Writer will be part of a development team responsible for raising over \$3 million annually, working closely with the Vice President of Development and institutional donors, as well as programs and development staff.

The Grant Writer will be responsible for submitting grant proposals, reports, and Letters of Intent (LOIs) as well as seeking new granting opportunities to support ArtsFund's growing programs. This position will play a critical role in securing funding that enables arts organizations across Washington State to create, innovate, and engage our diverse communities.

The ideal candidate will have strong writing and research skills, a minimum of three (3) years of experience in grant writing within the nonprofit sector, an understanding of the arts, and a deep commitment to our mission.

Key Priorities and Responsibilities

- Maintain a comprehensive grants calendar, tracking deadlines, progress, and outcomes for a robust portfolio of institutional funders.
- Write, edit, and submit grant proposals and reports, ensuring accuracy, clarity, and alignment with funder guidelines.

- Build and maintain strong relationships with funders and donors, taking part in conversations and staying updated on news or pertinent announcements.
- Research, identify, and evaluate new potential grant opportunities that align with ArtsFund's mission and programs and write letters of intent (LOIs) to garner support from new sources.
- Provide support for grant submissions to major institutional funders overseen by ArtsFund's Vice President of Development.
- Provide support toward as well as day-of support at the "Celebration of the Arts" signature event, tentatively scheduled to take place in September 2024

Knowledge, Abilities, and Requirements

- A passion for the arts and a commitment to ArtsFund's mission and commitment to uplift historically underserved populations including BIPOC, LGBTQIA+, and people with disabilities.
- Ability to learn quickly, collaborate, and work independently.
- Excellent interpersonal and organizational, writing, and verbal communication skills.
- Strong research and analytical skills, and attention to detail.
- Ability to manage multiple projects and prioritize, manage, and meet deadlines effectively.
- Ability to maintain confidentiality.

Preferred Qualifications:

- Bachelor's degree in a relevant field, or commensurate experience
- At least three (3) years of grant writing experience
- Strong computer skills, including proficiency in Microsoft Office Suite and SharePoint
- Experience with Raiser's Edge NXT or similar donor management software

Work Environment and Conditions

This is a full-time (40-hour a week), hourly, non-exempt position, which may require some evening hours. The ArtsFund staff currently works according to a hybrid workplace schedule. ArtsFund reserves the right to alter location work requirements at any time. Applicants must have ability to commit to consistent schedule within standard office hours, Monday through Friday; ability to work remotely with reliable internet access (hardware will be provided); and ability to work in our Seattle office for in-person work.

Compensation

Salary range of \$55,000 to \$75,000, based on skills and experience. Benefits package includes medical, dental, disability, and life insurance 100% paid by employer; 403(b) retirement plan, with up to 4% match; transportation/parking stipend; and three week's PTO vested immediately at start date, plus an additional two weeks where the entire office closes (week of New Years and week of July 4th).

To Apply

ArtsFund recognizes that an individual's lived experience is a valued skill set, and we aim to diversify the voices of all decision-makers on our staff to best reflect the stakeholders that we serve. In addition, we recognize that data demonstrates that women and BIPOC candidates more frequently do not apply to a job because they don't feel they meet all of the qualifications. Our job descriptions are intended to represent an overview of the position, and are not a mandatory, comprehensive list. If you feel passionate about our mission and values, and believe you have the skills to contribute to the growth of ArtsFund, we want to hear from you. ArtsFund is an equal opportunity employer and is committed to workforce diversity. LGBTQIA, Black, Indigenous, and People of Color and people with disabilities are strongly encouraged to apply.

This position will remain open until filled. To apply, please send a cover letter and resume to jobs@artsfund.org with the subject line: Grant Writer: your name. No phone calls, please. Only applicants selected for an interview will be contacted.