

GRANT WRITER & ADMINISTRATOR JOB DESCRIPTION

Part-time: 20-30 hours/week

Flexible hours (must include some daytime hours)

JOB SUMMARY: This position is responsible for finding and maintaining funding opportunities, including government, corporate, and foundation grants. This includes researching and meeting deadlines, drafting grant requests, grant reports, thank you letters, and completing additional documents and required information as requested by grantors. Working closely with the Director of Development and Senior staff, the grant writer also writes renewal letters, solicitation requests, and quarterly letters and emails to donors.

CRITICAL AREAS OF RESPONSIBILITY

- Study and understand the history, structure, objectives, programs, and financial needs of the organization.
 - Research grant opportunities from government and non-government agencies, including corporations and foundations.
 - Manage all government (5+ annually), corporate and foundation grants from proposal writing to contracting to reporting.
 - Write/prepare first drafts of all grant proposals and supporting documents based on the funding requirements of the organization for review by the leadership team.
 - Collaborate with leadership team to finalize all proposals and supporting documents.
 - Manage the timely submission of proposals.
 - Respond to internal and external queries on drafted and submitted proposals.
 - Manage execution of all grant-related contracts and required contract documents.
 - Manage the timely submission of all grant-required interim and final reports. Write/prepare first drafts of required material for review/collaboration by leadership team.
 - Maintain excellent records and electronic files of all documents used to prepare and submit grant applications
 - Maintain a comprehensive calendar of grant deadlines for submissions, contracts, and reports.
 - Write/prepare individual solicitation mailings, including renewal letters/emails, and other writing projects for the organization.
 - Attend weekly staff and development department meetings as requested.
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PERFORMANCE STANDARDS

- Grants, reports, and other writings as designated are professionally written and accurate to the application requirements. Horizon's mission, programs, and goals are well represented.
 - Study and research are thorough and proficient.
 - Excellent communications with Development Director, board members, artistic and managing directors and staff.
 - All deadlines, including rewrites and edits are handled in a professional and timely manner.
 - Record-keeping and filing is organized, comprehensive, up-to-date and easily accessed.
 - Exhibit ability to work under pressure with pleasant and positive attitude.
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QUALIFICATIONS

- Bachelor's degree in English, communications, creative writing or a related area. Master's degree preferred or equivalent professional experience preferred.
- A minimum of three years' experience as a grant writer in an arts/cultural organization or related non-profit organization.
- Familiarity with the professional theatre industry as a staff member, grant writer, artist, or other capacity.
- Excellent knowledge of proposal submission and fundraising process
- Ability to study and understand programs and funding requirements of the organization
- Strong research skills and knowledge of information sources
- Excellent verbal and written communication skills
- Ability to thrive in a fast-paced, team-oriented environment

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- Multitasking, organizational and time management skills, including maintaining a robust grant calendar
- Strong computer skills including experience with
- CRM databases experience (i.e. Tessitura) preferred as well as Word, Excel and Google Suite
- Ability to handle confidential matters with utmost integrity
- Familiarity with the Atlanta grant and philanthropic community is a plus
- Full COVID-19 Vaccination required

HOURS AND COMPENSATION

- Part-time 20-30 hours per week, flexible hours around employee availability and employer need. Some daytime hours are required to effectively interface with Horizon staff.
- Ideal candidate will work both remotely and in person, schedule to be determined as the theatre re-opens for live performance, but fully remote candidates will be considered.
- \$20-\$30/hr depending on years and relevant experience. Payment structure as a bi-weekly or monthly base salary (hourly report submission required), plus additional hours as needed.
- Free tickets to all shows

Horizon is committed to anti-racism in its programming, operations, and practices and to a diverse, inclusive, and equitable work environment. Members of underrepresented groups, including Black, Indigenous, and people of color, are encouraged to apply.