

POSITION:
Part Time Grant Writer



JOIN OUR TEAM!

At Charter Arts, creativity and community abound! Help us ensure that ALL of our students have access to a rigorous and engaging learning environment in a creative, inclusive, and collaborative arts high school.

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www.CharterArts.org

VISION: To develop the next generation of collaborative artists and innovative thinkers who will impact the world with their unique vision and voice.

MISSION: Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, academic approach to learning and a development of talent in the arts. Built upon passion, discipline and a commitment to excellence this integrated educational experience inspires all students to believe in themselves and what they can accomplish.

TO APPLY: Submit your cover letter, resume, and three letters of recommendation as one PDF document to jobs@charterarts.org by no later than September 17, 2021.

Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998. Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Job/Position Specific Requirements:

Candidates must be able to:

- Provide evidence of their experience developing programmatic funding proposals and should have a proven track record of grant approvals
- Raise at minimum \$100,000 in grants for Charter Arts and its supporting organization
- Lead and partner with colleagues, including those in Advancement, Finance, and other internal departments, to research, propose, write and manage all aspects of grant writing and reporting
- Prepare superior quality grant applications, proposals, reports, presentations, and other communications for submission to funders in a timely manner
- Research new funding opportunities and initiate contact, arranging meetings for senior leadership with foundation representatives as appropriate
- Ensure appropriate reporting to and stewardship of institutional funders
- Create and maintain an annual and multi-year grant deadline and reporting calendar
- Maintain organized and detailed records
- Attend grant and donor meetings as needed
- Write and edit promotional materials and donor appeals and other content as requested
- Be prepared to serve in any capacity to further the organization's vision, mission, and achievement of financial stability by pitching in on projects and initiatives as needed
- Must possess the ability to collect, organize, analyze and interpret budget information, provide budgetary projections and prepare accurate reports
- Highly organized and motivated individual with excellent attention to detail, communication skills, and ability to independently prioritize multiple assignments and complex tasks in a fast-paced environment
- Maintain their creativity in a fast paced environment and be able to pivot and be flexible given changing circumstances

Reporting Relationship(s): Director of Institutional Advancement (DIA) and Superintendent/CEO

JOB PURPOSE

The Grant Writer at Charter Arts is responsible for securing new funding opportunities and maintaining existing fundraising and grant opportunities to support the organization's vision and mission. The Grant Writer directly works for and collaborates with the Director of Institutional Advancement (DIA) and the Superintendent & CEO to annually ensure financial stability for the school and their supporting organization when necessary. The Grant Writer conducts research to identify possible funding opportunities, makes proposals to administration, gathers necessary grant application information, writes narratives, and completes all other aspects of grant writing, submission and reporting as needed.

The Grant Writer at Charter Arts will support the Advancement team in researching and pursuing grant opportunities available through individuals, foundations, and corporations. The Grant Writer will create compelling proposals and grant reports for major donors, at times collaborating across the organization to ensure accurate depiction of programs and alignment with donor priorities. The Grant Writer will also draft other written materials and presentations for internal and external consumption.

Essential functions of the job may include but are not limited to the following:

- Enhance the attainment of the district's mission, vision, expectations, and goals
- Conduct research to identify new public and private funding opportunities and program areas to match Charter Arts' priorities; analyze sources to determine possible funding for specific projects and programs
- Coordinates grant requests with the DIA to gather information from multiple departments at Charter Arts to identify needs and gather information for grant narratives and budgets as necessary; gathers information from appropriate departments to ensure conceptual understanding of a program for which funding is sought
- Locate appropriate grants for ongoing, current or future projects while working collaboratively with multiple departments and the administrative team at Charter Arts
- Researches, recommends, and writes proposals and funding applications as directed
- Completes final reporting for grants as required by local, state and federal government, foundations, and other funding/granting agencies (Title I, II, IV, and ESSER not included)
- Complies with all grant reporting deadlines as required by grant organizations
- Maintain contact with funding organizations during review of submitted proposals or grant applications to provide additional support or updated information as necessary
- Maintain timelines for proposals and submissions of all grants
- Submit all grants as outlined, with no spelling or grammar errors, per their individual criteria
- Present funding trends, grant findings, and new options to the DIA and CEO for further consideration
- Ensure compliance with School Board policies and procedures regarding grants and submissions
- Model nondiscriminatory practices in all activities
- Organize and maintain digital grant files, documentation, and correspondence and review updates with the DIA during weekly meetings
- Review new grant and funding opportunities as they arise making recommendations regarding whether or not the opportunities are aligned with our organizational vision, mission, values, and priorities
- Interface with the Director of Finance and the Assistant to the CEO regarding DonorPerfect and accounting purposes as necessary
- Works with the Director of Finance and DIA to develop project budgets and expense reports
- Write effective appeal letters and thank you letters as needed to inform donors of their importance to the organization and to sustain partnerships with our community
- Perform other duties as assigned

CRITERIA FOR SELECTION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- BA/BS or advanced degree from an accredited institution and/or related field
- 3-5 years of grant writing experience is preferred but not required
- Candidates from diverse backgrounds are welcomed and encouraged to apply
- Educational background relevant to the arts and education is a plus
- Ability to establish and maintain positive, cooperative, and effective working relationships with others
- Ability to communicate effectively orally and in writing
- Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling. Ability to interpret, analyze and problem solve both written and verbal communications
- Perform all other related work delegated or required to accomplish the objectives of the total school program
- Must have and maintain high expectations for self and all students and team members
- Demonstrates creativity, confidentiality, leadership, and sound decision making and judgement
- Ability to follow oral and written direction of a technical nature, work independently with minimal guidance; candidates must be self-starters who are intrinsically motivated to succeed
- Proficient knowledge and utilization of Google Documents, etc., Microsoft Access, Excel, PowerPoint, and Word and DonorPerfect or similar program required
- Schedule: All Charter Arts employees must be willing and able to work outside of regular school hours, including nights and weekends, when necessary and/or when outlined by the supervisor, to help support the mission and vision of the school.
- This position will require a minimum of 10 hours per week and will not exceed a maximum of 20-25 hours per week. Further, this position requires submission of timesheets to process payments for work completed as outlined above. Candidates must be able to work from home and come into the school to participate in meetings as directed.
 - *The Charter Arts 2021-2022 schedule may require employees to work on campus, off campus, or in a hybrid format, including both in person and remote to meet the needs of our students and to maintain CDC/PDE safety protocols pertaining to the COVID-19 Pandemic. School instructional days/times and working hours are subject to change as needed based on federal, state, local, or LEA decisions made in the best interest of students.*

PHYSICAL QUALIFICATIONS:

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would be in conformity with the major purpose of this job.

- Physical ability to: Sit 40%; Walk/Stand: 55%; Drive 5%
- Manual dexterity for repetitive movement of fingers and hands for keyboarding
- Ability to lift objects of moderate weight from 15 to 30 pounds

Notes:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Once your application is reviewed, you may be contacted for a phone interview. Final interview candidates are required to submit up-to-date Act 168, 19, state and federal criminal background checks, and a child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. Applicants unable to provide these documents upon request, the candidate will not be offered a position. Application materials will be saved for a period of up to three years.