

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.

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): Executive Director & CEO

JOB PURPOSE

The Grant Writer provides funds to sustain and support the financial needs of the school and supports the development work of the Director of Institutional Advancement and the Executive Director & CEO of the Lehigh Valley Charter High School for the Arts (Charter Arts). The Grant Writer will provide support for all institutional funding letters, grant proposals, acknowledgment letters and organizational reports as needed.

The position is responsible for securing new funding opportunities and maintaining existing fundraising through the development of proposals and grant applications that support Charter Arts' mission and strategic plan. The position will locate appropriate grants for ongoing, current, or future projects and present this information to appropriate administrators.

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

- Enhance the attainment of the school'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
- Work with multiple departments at Charter Arts to identify funding gaps and needs that could be satisfied with grant funding.
- Gather information from appropriate departments to ensure a 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 administrative team at Charter Arts.
- Research, recommend, and write proposals and funding applications as directed.
- Write reports as required by local, state, and federal government, foundations, and other funding/granting agencies.
- Maintain grant information in the appropriate database(s). Comply with all grant reporting deadlines as required by grant organizations.
- Serve as liaison to all funding agencies or organizations; maintain contact with funding organizations during the review of submitted proposal or grant application to provide additional support.
- Maintain timelines for proposals and report back to funding sources in an accurate and timely manner. Monitor the progress of funded proposals to ensure procedures are being followed.
- Present grant findings and options to the Executive Director & CEO, Director of Institutional Advancement, and administrative team as needed.
- Ensure compliance with School Board policies and procedures regarding grants.
- Model nondiscriminatory practices in all activities.
- Maintain e- and paper files on all grant- and donor-related correspondence, reports, and proposals in development hard and e-files.
 - Correctly and efficiently finish, copy, and file development correspondence
 - Work with the Development team to produce and mail thank-you letters to donors in a timely manner.
 - Maintain and update all collateral fundraising and proposal materials for inclusion in proposals, reports, etc.
 - Screen donation and fundraising inquiries (via email and phone)
- Interface with Finance Director on donation and grant reports
 - Works with the Finance Director and Director of Institutional Advancement to develop project budgets and expense reports.
- Work with Executive Director Administrator to ensure Database Management
 - Database management is currently Donor Perfect, and Grant Writer is responsible for adapting to software program.
 - Confirm that all donor and grants information is reliably entered into databases
 - Develop and maintain useful donor and grant report

- Manage weekly Import/Export of records between offline and online interactions
- Work with Charter Arts Foundation Corporate Committee to file an application for listing with Educational Improvement Tax Credits (EITC) and identify EITC funding opportunities. Contact corporate participants of EITC to familiarize them with Charter Arts and work to secure funding.

Other Duties

- Write effective appeal letters and thank you letters that change every year to inform donors of their importance to the organization; schedule reminder letters to be sent at 8 weeks, 4 weeks, and at the date of renewal to keep the existing donor base, develop a different letter for each mailing that encourages donors to maintain and or increase their donation.
- Performs any other related duties.

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
- Candidates from diverse backgrounds are welcomed and encouraged to apply
- Ability to establish and maintain positive, cooperative, and effective working relationships with others
- Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling.
- Ability to follow oral and written direction of a technical nature and 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, Word, and DonorPerfect or similar program required
- The Grant Writer is a part-time position and will require **20-25 hours per week**. Further, this position requires the 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.

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.

Since we are hiring for various positions, it may take us some time to review your application materials and begin the interview process for the position for which you applied. 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, I9, 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. If an applicant is unable to provide these documents upon request, the candidate will not be offered a position. All application materials will be saved for a period of up to three years.