

Position Description

Title:	Part-Time Grant Writer
Department:	Advancement
Reports To:	Assistant Vice President for Advancement, Institutional and Individual Giving
Internal Contacts:	Advancement Department, Administration, Staff, Faculty
Employment Status:	Part-Time; Non-Exempt

The Advancement Department at Manhattan School of Music seeks a Part-Time Grant Writer. The Part-Time Grant Writer reports to the Assistant Vice President for Advancement, Institutional and Individual Giving. Under the direction of the AVP, and in collaboration with Advancement staff and other administrative and staff members, the grant writer develops and drafts letters of inquiry, grant proposals, and reports to current and new funders. Graduate students in an arts management program who wish to deepen their experience in grant writing and foundation relations are encouraged to apply.

Domains:

- Creates compelling grant proposals, LOIs, and reports to foundation, corporate, and government funders that comply with funder requirements.
- Collaborates with Advancement colleagues and other key staff to ensure that proposals and reports are accurate and clearly reflect program goals and achievements.
- Oversees grants calendar to ensure the timely submission of new and renewed proposals, reports, and supplemental materials.
- Works on other Advancement writing and editing projects, as needed.

Job Requirements:

- Bachelor's or higher degree required.
- Proven grant-writing experience, and familiarity with non-profit fundraising; 3-5 years of experience preferred.
- Superior writing and editing skills, attention to detail, and demonstrated ability to work both independently and as part of a team.
- Demonstrated ability to meet deadlines.
- Ability to work calmly and quickly in a fast-paced, rigorous, and entrepreneurial environment.
- Self-motivated and a self-starter.
- Highly organized and able to work on multiple projects at once.

Contact Information:

Send letter of application and résumé including three references and at least two writing samples of grant proposals or letters of inquiry that you originated to:

Edward Sien

Assistant Vice President for Advancement, Institutional and Individual Giving

esien@msmny.edu

No phone calls, please.

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