

Grant Writer

The Current, a non-profit center for contemporary art located in Stowe, VT, is hiring for a part-time Grant Writer. We are one of the region's primary contemporary art exhibition and education resources, offering a range of dynamic programming that asserts the value of art by engaging visitors, members, students, volunteers, creators, and patrons. We seek an organized team player who values customer service and has a passion for the organization to join our collaborative work environment.

Summary of Position

The Grant Writer works closely with the Executive Director and Deputy Director to maintain and expand The Current's financial support from foundations. This part-time, contract position requires an average of 5-10 hours weekly and can be performed remotely with consistent telephone or video check-ins. Compensation is based on experience.

Duties & Responsibilities

- Maintain and expand The Current's financial support from foundations.
- Write concise, compelling funding proposals and reports for existing and prospective funding partners.
- Track deadlines and deliverables, conduct research to identify foundations whose philanthropic goals align with the Art Center's programs, assist with compiling budgets for proposals, and develop relationships with existing and prospective funders.
- Assist with revising and/or creating corporate sponsorship materials, solicitation letters to sponsors, stewardship reports to major donors, updates to website text, and other development-focused communications.
- Other related tasks as needed.

Knowledge, Skills, & Abilities

1. 3+ years of grant writing experience for non-profits combined with a proven track record of success securing grants of at least \$10,000.
2. Experience and knowledge of contemporary art and education are highly preferred.
3. Outstanding writing skills and excellent command of English grammar and spelling.
4. Effective storytelling and communication skills.
5. Experience with online research tools and positive results prospecting for new funders.

6. Keen attention to detail.
7. Demonstrated ability to work within deadlines, construct timelines, and manage multiple projects.
8. Trustworthiness in handling sensitive or confidential financial information.
9. Proficient in computer skills and experienced with Google suite (Gmail, Google Drive, Google Docs & Sheets) and Microsoft Office (Word and Excel).
10. Experience writing grants for arts organizations is highly preferred.
11. Knowledge of both VT grantmaking landscape and national arts funders highly preferred.

Values

Openness

We value teamwork and collaboration; active listening; open, respectful, and clear communication.

Accountability

Each of us is responsible for our own words, actions, and results.

Integrity

We act with uncompromising commitment, honesty, integrity, respect, and trust in all we do. We are inspiring and inspired by the quality and excellence of our work and the honesty of our relationships.

Connection

We celebrate participation, partnership, and collaboration. We value inclusion and engagement with the community.

Respect

We recognize and respect that we all have different experiences, backgrounds, perspectives, and opinions, and we can learn from each other; we value diversity and equity.

Equal Opportunity Employment

The Current is an equal opportunity employer and encourages candidates of all ethnic, racial, and religious backgrounds to apply. The Current employees are selected on the basis of ability without regard to age; (dis)ability; ethnicity; faith or religious belief; family, marital or parental status; gender identity; language; national origin; political perspective; race; sex; or sexual orientation.

To Apply

See thecurrentnow.org/opportunities for application instructions.