

Grants Writer and Administrator: Part time

Kalamazoo Institute of Arts Grants Writer and Administrator Reports to Director of Advancement

Summary of Duties:

The Grants Writer and Administrator will be responsible for the KIA's foundation and grants strategy.

Essential Responsibilities - Grants:

- Identify, research and develop government, foundation and corporate grant funding sources to support existing and planned KIA program activities.
- Develop a three-year plan for short term and long term grant seeking.
- Facilitate, write, review, edit and submit grant proposals to government funding agencies, corporate and private foundations in support of KIA initiatives; conduct research and identify new sources of grant funding.
- Engage staff and KNAS faculty in the exploration of grant opportunities. Bring potential funders to the KIA to meet and explore program collaboration.
- Manage grant funds received to assure proper dispersal, accounting, stewardship, reporting and evaluation as appropriate or required.
- Work closely with staff to coordinate and develop ideas into written grant proposals with supporting documents
- Assist with other writing projects such as individual and corporate giving proposals as requested.

Position Requirements:

- *Bachelor's degree required
- *Proven prior grant writing success, preferably in the arts
- *Entrepreneurial, creative, self-starter and ability to take initiative
- *Ability to plan, prioritize, and coordinate multiple projects
- *Exceptional organizational and implementation skills
- *Thorough knowledge of basic principles of maintaining donor records and acknowledgments.
- *Strong written and verbal communication skills, an attention to detail, an aptitude for logical thinking, a commitment to professional ethics, and the ability to interact with KIA staff and the general public
- *A collegial and cooperative spirit and approach and an ability to work closely with others.

Instructions to apply:

Applicants can send cover letter and resume to jobs@kiarts.org

Deadline to apply is: Friday, July 22, 2016