



Position Title: Grant Writer and Administrator
Reports to: Director of Advancement
Classification: Part-Time, Non-Exempt (20 hours per week)

The Kalamazoo Institute of Arts is a leading nonprofit art museum and school. Since 1924, the institute has offered art classes, exhibitions, lectures, events, activities and a permanent collection. The KIA's mission is to cultivate the creation and appreciation of the visual arts in West Michigan. We believe the visual arts are for everyone. They inspire, fulfill, and transform.

Summary of Position: The Grant Writer and Administrator will be responsible for the KIA's foundation and grants strategy.

Responsibilities:

- Identify, research and develop government, foundation and corporate granting funding sources to support existing and planned KIA program activities.
- 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.
- Administration of 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.
- Develop a three-year plan for short term and long term grant seeking.
- Assist with other writing projects such as individual and corporate giving proposals as requested.
- Other duties as assigned by supervisor.

Position Requirements:

- Bachelor's degree preferred, or 5+ years of experience in a grant writing position at this level.
- 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.

Physical Job Requirements: While performing this job, the employee will be required to sit, stand, walk, reach, lift/move up to 30 lbs occasionally, do close work with a computer monitor and perform repetitive hand movements. Employee required to be able to have written and verbal conversations.

The KIA is an equal opportunity, equal access employer that is fully committed to diversity, equity, and inclusion in the workplace.

Please forward a resume and cover letter to jobs@kiarts.org with Grant Writer and Administrator in the subject line or by mail to Kalamazoo Institute of Arts, 314 S. Park Street, Kalamazoo, MI 49007. No phone calls, please.