



## **Grants/Development Manager| Part-Time**

### **Job Overview**

The Grant/Development Manager will develop and draft funding requests to public and private funding sources with guidance and direction from the Managing Director. The Grants/Development Manager will serve as the key staff person responsible for assisting the planning and outlining of En Foco's development strategies and calendar and will work cooperatively with program staff to help identify funding opportunities for sustaining existing programs and developing new program initiatives, publications, exhibitions, and archival work.

### **Responsibilities:**

- Identify and research potential public and private funding sources and opportunities
- Draft funding proposals and grant applications as necessary
- Within En Foco's budget parameters assist in the drafting of annual development schedule and matrix
- Assist in grant reporting to ensure En Foco compliance with all funding requirements and restrictions
- Work cooperatively with Managing Director for periodic assessment of En Foco progress in accordance with development schedule
- Manage and navigate funder application and reporting portals
- Support Managing Director and other staff in outlining effective communications to funders around En Foco programs, services, and events
- Prepare and maintain appropriate correspondence and updates for funders
- Maintain Funders, Donors, Subscribers and Prospects Database
- Update fundraising calendar with deadlines for applications, and reports
- Manage/track fundraising proposals and budgets
- Editing and prepare grant request support materials
- Developing Donor Acknowledgements and Files
- Assist with the production of promotional reports for funders and subscribers
- Manage subscribers' renewals and new subscription promotions

### **Qualifications:**

- ◆ Bachelor's degree in communications/arts management or related field
- ◆ Demonstrable commitment to community arts development programs and initiatives
- ◆ A minimum of two years of experience in non-profit arts grant writing and development work
- ◆ Demonstrated track record in maintaining positive relationships with non-profit arts executives in delivering quality grant requests on a timely basis
- ◆ Demonstrable experience and skill in translating organization's program plans and aspirations in developing successful grant requests
- ◆ Proficiency in communications technology including Microsoft word, excel, PowerPoint and digital meeting platforms
- ◆ Proficiency in budget development and tracking
- ◆ Experience in project planning and management, time and resource management, creative problem solving, attention to detail and sound decision-making.
- ◆ Must have excellent written and oral communication skills

Please email your resume and a cover letter describing your interest in this position. Materials should be e-mailed to [jobs@enfoco.org](mailto:jobs@enfoco.org), with subject line "Grant/Development Manager." No phone calls please.