

HOT JOBS

Overview: Bethel Woods Center for the Arts is seeking a Senior Grants Writer.

The Senior Grant Writer will work closely with the Director of Grants, and members of the Development, Museum, Education and Executive teams, to seek and manage general operating grants as well as grants for the growing portfolio of mission driven programs, historic preservation initiatives and capital projects at Bethel Woods. Ideally, candidates will have a solid knowledge and understanding of federal and state granting agencies, private foundations and corporate giving programs.

Candidates must have the following attributes:

Excellent writing, research, editing and oral communication skills.

Computer skills (MS Office). Adobe and Raisers Edge a plus.

B.A. or B.S. required.

Strong working knowledge of demographics, quantitative data and the ability to synthesize such information into meaningful reporting.

Ability to prioritize and manage tight deadlines and multiple projects, all while working both collaboratively and independently.

Ability to prepare timely reports to keep supervisor and staff informed of grant opportunities, deadlines, and status.

A willingness to support other members of the development team and additional fundraising efforts and to represent the organization at concerts and events both on- and off-site.

Responsibilities

Maintain a strong working knowledge of available funding opportunities.

Prepare grant proposals and LOIs for submission, working closely with project managers.

Create and maintain relationships with grant makers at all levels from government agencies to family foundations.

Maintain a strong working knowledge of demographics and other quantitative data that may support strong grant applications

Maintain a strong working knowledge of Bethel Woods, its mission, and its programming

Support the teams system for setting priorities, tracking grant deadlines, submissions, and application status.

Support the teams system for tracking work progress, reporting deadlines, grant budgets and agreement stipulations to ensure that project managers are fulfilling the requirements of each grant.

Support the teams preparation of timely reports to keep senior staff informed of grant opportunities, deadlines, and status.

Represent Bethel Woods and support members of the Development team at concerts and other events.

Work with the Grants and Marketing Teams to ensure proper crediting of grant makers and through media releases from time to time.

Requirements

Five years of successful grant writing experience in a nonprofit environment with a proven record of securing grants preferred, although a promising lesser experience candidates will be considered

Ability to plan, prioritize, and coordinate multiple projects efficiently

Ability to work independently and collaboratively

Ability to see a project through to completion

Apply: Email resume to hr@bethelwoodscenter.org