Grant Writer

JOB DESCRIPTION

Job Title
Grant Writer

Hours & Location
Part-time, contract (10-15 hours per week)
Fully remote; weekly meetings with ArtsBoston Executive Director and/or other staff as needed

This is a part-time, contract position for the summer of 2024 that will begin in June 2024 or sooner. ArtsBoston is simultaneously recruiting for a Director of Development; the Grant Writer role may continue beyond the hiring for that position.

Salary
$60-75 per hour

Reports To
Executive Director

Position Summary
ArtsBoston, Greater Boston’s largest nonprofit arts service organization, seeks a contract grant writer to help craft proposals, reports, and other documents to support ArtsBoston’s contributed revenue goals. This is a part-time, contract position that will begin in June 2024 or sooner.

DUTIES AND RESPONSIBILITIES

- Writing, editing, and project management of grant proposals and reports for identified corporate, foundation, and government funders
Partnership with ArtsBoston’s executive director and designated staff and consultants to position ArtsBoston for contributed revenue growth
- Prospect research to support an ongoing pipeline of prospective funders
- As directed by the executive director, liaison with program staff to gather information needed for funder stewardship and reporting

**KNOWLEDGE & EXPERIENCE**

- 3-5 years’ experience working in fundraising or related field
- Excellent writing and editing skills
- Ability to learn quickly, collaborate, work independently, and take initiative
- Strong research and analytical skills and attention to detail
- Ability to manage multiple projects and prioritize, manage, and meet deadlines effectively
- Ability to maintain confidentiality
- Knowledge of and passion for Greater Boston’s performing and visual arts communities

**HOW TO APPLY**

Submit your cover letter and resume to clairew@artsboston.org with Grant Writer in the subject line. The resume should feature experiences relevant to the requirements of this position. No phone calls please.

ArtsBoston is an Equal Opportunity Employer. We are committed to hiring individuals who reflect the diversity of Greater Boston and encourage individuals who identify as BIPOC, women, LGBTQ+, people with disabilities, and of other marginalized identities to apply. Local candidates are preferred. ArtsBoston does not provide visa sponsorship. If you feel you have strong qualifications but do not meet all of the requirements listed above, please apply.

**ABOUT ARTSBOSTON**

Founded in 1975, ArtsBoston is Greater Boston’s largest nonprofit arts service organization, serving dance and theater companies, musical ensembles, performing arts presenters, museums, and other cultural entities. Our award-winning programs engage over 100 member organizations, serve over 500 arts administrators and artists of color through the Network for Arts Administrators of Color, Boston (NAACBoston), and reach more than 1 million arts consumers each year.

ArtsBoston’s membership ranges from large institutions to smaller, community-based groups; 60% of our members have annual budgets under $500,000. NAACBoston was established at ArtsBoston in 2016 to widen the leadership pipeline and enhance the visibility of professionals of color in Greater Boston’s
arts & culture sector. ArtsBoston’s marketing expertise, professional development, and research insights foster the growth of an equitable and inclusive arts community in Greater Boston, one that welcomes and represents everyone.

**EQUITY & ACCESS**

Equity & access are core commitments interwoven into everything we do at ArtsBoston. An equity emphasis seeks to render justice by deeply considering structural factors that benefit some social groups/communities and harm other social groups/communities. Sometimes justice demands, for the purpose of equity, an unequal response (Source: YWCA, “Our Shared Language: Social Justice Glossary”).

We recognize our part in the collective responsibility to foster an arts community in Boston that is inclusive of individuals with disabilities, including staff, partners, artists, and members of the public. We are continually improving the resources and accommodations that we offer, to ensure that everyone in our community can participate in arts programming with dignity, comfort, and independence.

ArtsBoston aims to cultivate a staff and board culture that fosters a sense of belonging for all, grows individual and collective cultural empathy; and attracts people who are excited about helping ArtsBoston deepen its impact across diverse communities in Greater Boston.