



Harlem School of the Arts Employment Opportunity – Grants Writer

Harlem School of the Arts seeks an experienced grants writer with a proven track record of success to contribute to the fundraising goals of this award-winning, historically important arts institution. The successful candidate will have exceptional writing skills and will be able to juggle multiple priorities in a fast-paced environment. He or she must be a self-starter who thrives in a creative environment and has a passion for youth, the arts, and community engagement.

Responsibilities:

Act as the chief institutional grants writer for this award-winning historic institution dedicated to providing world-class arts training and making it accessible for all

- Create proposals for foundations, corporations, and government agencies
- Collaborate with program staff on strategic direction and priorities
- Satisfy reporting requirements and communicate accomplishments to funders
- Effectively articulate the mission and vision of Harlem School of the Arts to potential and existing funders
- Identify new potential sources of funding
- Manage grants calendar and associated deadlines
- Other related duties as assigned

Candidate Qualifications

- Bachelor's degree required; master's degree preferred
- Exceptional writing and editing skills
- Proven track record of securing grants
- Experience writing grants for the arts, arts, education, and performing arts preferred
- Organized self-starter able to work independently
- At least two (3) years of grant writing experience, including experience producing large, complex government proposals, as well as foundation

- and corporate proposals
- Strong organization skills
 - Strong database and computer skills; familiarity with Raisers Edge a plus
 - Ability to multi-task and prioritize multiple assignments
 - Ability to work well under pressure and meet deadlines
 - Ability to collaborate with program staff, executive staff, funders, and external partners

Compensation

Compensation is commensurate with experience

To Apply:

To apply for the Harlem School of the Arts grants writer position, please submit a resume and cover letter to Lynne Toye, Chief Administrative Officer, at ltoye@hsanyc.org. Please indicate **Grants Writer** in the subject line.

Location

Harlem School of the Arts is located at 645 St. Nicholas Avenue in Harlem. It is easily accessible via the A train subway.

About Harlem School of the Arts:

Harlem School of the Arts enriches the lives of young people and their families through world-class training in and exposure to the arts across multiple disciplines (Art, Music, Dance and Theater) in an environment that emphasizes rigorous training, stimulates creativity, builds self-confidence, and adds a dimension of beauty to their lives.

Harlem School of the Arts is able to achieve this with the exceptional participation of our family of loyal donors, dedicated parents, involved alumni and generous guest and resident artists.

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