

Grant Writer

Job Description

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Description

- **Part-time, contractor, hourly** (onsite/offsite optional, local preferred)
- **Compensation:** negotiable, commensurate with experience

Position Hierarchy

- **Position title:** Grant Writer
- **Reports to:** Executive Director
- **Collaborates with:** DCS Staff

Description

The Grant Writer collaborates with staff to develop and submit institutional grant proposals for operations and projects and submits timely and accurate reports as necessary for existing grant-funded programs.

About Dallas Chamber Symphony

Founded in 2011, the Dallas Chamber Symphony (DCS) is a professional orchestra of 40 members, with a reputation for providing high-quality chamber orchestra concerts, community outreach and educational programs to our community.

The DCS accomplishes its mission by presenting diverse, innovative and imaginative concerts that engage Dallas audiences in the intimate setting of Moody Performance Hall. The DCS bridges the gap between our community's chamber music presenters and large organizations that focus on full symphonic and operatic literature. Programming balances new and traditional works with elements such as film, dancers, and various digital media.

The DCS provides also presents the annual the Dallas International Piano Competition (DallasIPC.org, at SMU), TechNotes music education programming for area youth, and Sight of Sound (a film and music event with international reach; SightofSound.org). DCS is expanding its outreach through *DCS Live!* chamber ensembles, and *Taking It to the Streets*, funded by the National Endowment for the Arts' Our Town program.

Responsibilities

- Conduct the full range of activities required to prepare, submit, and manage institutional grant proposals.
- Perform prospect research on foundations and corporations to evaluate business and foundation grants.
- Work with finance to gather information necessary to report to funders on current grant programs.
- Comply with all grant reporting as required by donors.
- Demonstrate understanding of institutional history and programs.
- Make appointments with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, foundation trustees).
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor numbers and diversity, educational program attendance, etc.).
- Assist with other fundraising projects as requested

Knowledge and Skills

- Proven success writing and being awarded grants
- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to plan, track and meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Ability to read and accurately interpret financial statements, including Balance Sheet, Profit and Loss Statements, Budgets and independent financial audits.
- Ability to understand and communicate about cash flows, revenue recognition, time-restricted receivables, and other pertinent aspects of accrual-based GAAP.
- Ability to create and modify budgets in a spreadsheet, and run basic formulas.
- Familiarity with standard tax forms and procedures, including an ability to read and interpret the company's Forms 990, and other tax documentation.
- Knowledge and familiarity with techniques for fundraising prospect research.
- Proficiency in Microsoft Office Suite (Excel and Word) and Adobe PDF.
- Salesforce CRM knowledge a plus.
- Minimum of two years of experience with grant writing, preferably in an arts field.

Time Commitment

Flexible. Minimum of 10 hours a week suggested.

Contact

Apply now, interviews in progress. Please send your cover letter, writing samples and résumé to:

Barbara Vance

Communications Director
Dallas Chamber Symphony
bvance@dcsymphony.org