



## Position Description

<b>Job Title:</b>	<b>Grant Writer</b>		
<b>Reports to</b>	Executive Director	Part Time or Contract	
<b>Supervisory Responsibilities</b>	No	<b>FLSA Status:</b>	Non-Exempt

### Position Summary

The Kalamazoo Civic Theatre is seeking a dynamic, entrepreneurial, self-motivated Grant Writer to identify, define and develop funding sources to support existing and planned program activities as well as lead the development, writing, and submission of grant proposals to federal, state, and private funding agencies. Primary responsibilities include preparation of proposals and grant applications; researching, identifying, developing and responding to public and private grant opportunities in areas that support the Kalamazoo Civic Theatre programs. This position may be part-time or on a contract basis and may be remote.

### Essential Functions:

- Maintains and/or increases current level of support from long-standing funders
- Researches and identifies new government, corporate, foundation and private funding prospects to match Civic priorities
- Generates high-quality proposals, narratives, applications and supporting documents consistent with requirements and guidelines of the funding agencies
- Coordinates with the Executive Director to create expenditure and income budgets
- Assists with managing, growing and rewarding a diverse pool of donors, sponsors and foundations

### Qualifications and Skill Requirements

- The successful candidate will have a proven track record of securing new funding opportunities
- Must possess knowledge of grant application process, scoring criteria and funding cycles
- Bachelor's degree in Development, Marketing, Business, or Finance preferred, or equivalent work experience
- Excellent verbal and written communication skills
- Must be a self-starter and be able to work independently
- Must be highly organized with the ability to implement systems and follow-up processes
- Proficiency in research, interpreting, and analyzing diverse data
- Excellent data management skills
- Proficiency in Microsoft Office, Outlook, Word, and Excel

### Physical Requirements:

- Requires frequent sitting and walking as well as frequent lifting up to 20 lbs.; occasionally required to lift heavier loads.
- The physical ability to travel between the various CIVIC building locations is required.
- Reasonable accommodations will be made to enable individuals to perform essential functions.
- **The Kalamazoo Civic Theatre has a mandatory COVID-19 vaccination policy for employees.**

**The Kalamazoo Civic Theatre is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive work environment that inspires all individuals and provides a work environment free of discrimination and harassment.**