



## Grant Coordinator

### **Organization Description:**

Young Audiences/Arts for Learning, founded in Baltimore in 1950, is the country's foremost arts-in-education non-profit organization. The Maryland chapter of Young Audiences (YA) provides more than 9,000 arts education opportunities to nearly 200,000 students, artists, and educators throughout the state each year. YA is a mission-driven organization that values community, innovation, and passion. The staff, board, and teaching artists have a shared commitment to advance equity in the field of education by generating opportunities for students to imagine, create, and realize their full potential through the arts.

### **Job Description:**

Young Audiences/Arts for Learning of Maryland is seeking a passionate writer and advocate for educational opportunity to help us secure the funding necessary to serve over 200,000 students, artists, and educators annually with high-quality, educational arts programming. In collaboration with other team members, the Coordinator will be responsible for securing funding from and maintaining relationships with corporate, foundation, and government funders. Such funders will include both previous funders to the organization and new prospects. This is a full-time position and will report to the Development Director.

The Coordinator's assigned grant proposals, letters of inquiry/intent (LOIs), and reports will be determined bi-monthly in collaboration with the Development Director and additional Grant Coordinator.

### **Responsibilities Include:**

- Write, edit, and submit grant proposals and reports. (60%)
  - Ensure on-time submission of all assigned grant proposals, LOIs, and reports.
  - Ensure that all proposals align with the funder's area of interest and meet all funder requirements.
- Communicate regularly with staff outside of the development department, including program, education, communication, and the President & CEO, in order to capture data and other information needed for proposals and reports. (10%)
- Maintain and build strong relationships with institutional funders and prospective funders (10%) by:
  - coordinating and supporting site visits and meetings;
  - following up on declined grant proposals to learn more and identify areas for improvement; and
  - writing acknowledgement letters for all institutional gifts.

- Research and maintain records of corporate, foundation, and government prospective funders. Assist in assessing whether prospects are good matches in meeting organizational and programmatic needs. (5%)
- Maintain accurate electronic database records and paper files on all organizational funders. (5%)
- Participate in development department activities. Such activities may include monthly department meetings and weekly check-ins with the Development Director, as well as external fundraising events. (5%)
- Other Duties as assigned: 5%

**Preferred Qualifications:**

- Outstanding writing skills.
- Strong organization and time-management skills.
- Excellent attention to detail.
- Experience with Microsoft Word and Excel. Experience with Publisher is a plus.
- Ability to adapt and respond productively to unanticipated challenges.

**Who you are:**

- You love writing and problem solving.
- You are passionate about joining a collegial, community-oriented development team.
- You are interested in joining an organization that is pursuing an increased focus on equity, both internally through policies and practices and externally with a commitment to equity in program delivery.

**To Apply:**

Email cover letter, resume, and a writing sample to [jobs@yamd.org](mailto:jobs@yamd.org) with "Grant Coordinator" in the subject line. Writing sample does not have to be grant related. **Applications will not be considered complete without all of the required components.**

Please do not send applications that include headshots or photos of yourself. No phone calls or recruiters, please.

Young Audiences/Arts for Learning Maryland is an Equal Opportunity Employer committed to cultivating a diverse workforce and equitable workplace. We encourage applications from individuals of all backgrounds, regardless of race, ethnicity, gender, sexual orientation, gender identity and expression, age, national origin, veteran status, and disability. All qualified applications will be given equal opportunity.