

Intuit: The Center for Intuitive and Outsider Art
POSITION DESCRIPTION
Grant Writer (PART-TIME)

BASIC FUNCTION

The Grant Writer will be responsible for researching, writing and managing grant proposals to secure funding from foundations, corporations and government entities. This role requires a detail-oriented individual with excellent writing skills, a strong understanding of grant processes, and a commitment to supporting the arts. The ideal candidate will be able to articulate our museum's mission and programs compellingly to potential funders.

Location: Chicago, Ill.

Pay: \$22-25/hour based on experience; 20 hours/week*

*This part-time position has the potential to grow into a full-time position.

This position reports to the Development Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

Research & Identify Opportunities: Conduct research to identify potential grant opportunities and funding sources aligned with the museum's mission and strategic goals. These could include opportunities with government (city, state and federal awards), corporations and private foundations.

Proposal Writing: Write clear, compelling, and persuasive grant proposals and applications, ensuring they meet the funders' guidelines and deadlines. Proposals could support exhibitions, programs, outreach, general operations and special initiatives.

Proposal Development: Collaborate with department heads, museum staff and past participants and museum attendees as needed to gather information, data, and testimonials necessary for grant applications.

Grant Reporting: Prepare and submit timely and accurate grant reports to funders, including progress updates and financial reports.

Review Time Coordination: Oversee the application and reporting calendar and keep relevant staff notified about upcoming deadlines and expectations. Build in review time with relevant staff into the proposal and reporting preparation timeline.

Documentation: Maintain organized records of grant submissions, funder communications, and reporting requirements.

Relationship Building: Develop and maintain relationships with current and potential funders, including foundations, corporations, and government agencies.

Strategic Input: Provide input on grant strategies and fundraising initiatives outlined in the museum's Strategic Plan to enhance the museum's financial sustainability.

QUALIFICATIONS

- Bachelor's degree in Nonprofit Management, Arts Administration, English, or a related field.
- Strong research skills with the ability to identify and analyze funding opportunities.
- Excellent writing, editing, and communication skills.
- Ability to work independently and manage multiple projects with attention to detail and deadlines.
- Experience writing successful grant proposals for nonprofit organizations is a plus
- Proficiency in Microsoft Office Suite
- Passion for the arts and commitment to the mission of Intuit

EQUIPMENT AND TOOLS

- Database management software
- Working knowledge of general computer programs, especially as they relate to fundraising and membership
- Willingness to accept feedback, implement writing changes and adopt Intuit's writing voice

Application Instructions

Intuit is an equal-opportunity employer and welcomes applications from individuals of all backgrounds and experiences. We are committed to creating a diverse and inclusive workplace.

To apply for this position, please forward a cover letter, resume, and writing samples to:

Claire Fassnacht
claire@art.org

No phone calls please.

Application Deadline: August 20, 2024