



City of Irving Job Description

Grant Writer

FLSA Status:	Non-Exempt	Job Department:	Irving Arts Center (IAC)
Job Code:	3595 (PT)	Reports To (Job Title):	Assistant Executive Director Finance and Administration

PURPOSE

To assist the Department of Arts and Culture in developing a robust and successful development program, this position is primarily responsible for grant writing and reporting, as well as, researching, identifying, and soliciting corporate, foundation, and government grants. Further, it utilizes clear, structured, and persuasive writing, and a detail-oriented and highly organized approach to produce grant proposals to advance city's cultural attractions, museum system, and historic sites.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Conduct a full range of activities required to conceptualize, write, submit, and manage grant proposals.
- Oversee grant calendar to ensure timely submission of letters of intent, proposals, and reports.
- Work with team to identify funding opportunities and collaboratively determine solicitation strategies.
- Coordinate a portfolio of sponsorship and funding prospects.
- Fulfill grant-reporting requirements as assigned, which includes, but is not limited to completing paperwork, creating charts, graphs, etc. connected with grant-funded programs, and maintaining accurate donor and grant records.
- Maintain list of institutional credit lines and ensure appropriate acknowledgement requirements are met.
- Assist with other development and fundraising projects as requested.

OTHER DUTIES AND RESPONSIBILITIES

- As appropriate, attend prospective donor meetings, as well as, Irving Arts Center (IAC) and Irving Archives & Museum (IAM) programs and community events.
- Strengthen relationships with donors, as appropriate.
- Perform related duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

This position works with management to provide revenue and expenditure data, assist with funding estimation for annual budgets, and to help staff develop project budgets for grant proposals.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in a relevant field of study.
- Prior experience working with institutional donors.

EXPERIENCE

- Two (2) years of experience of institutional fundraising experience and grant writing.

CERTIFICATES, LICENSES, REGISTRATIONS

- N/A

KNOWLEDGE OF

- Successful grant proposal development including LOIs, budgets, narrative, work plans, etc.
- Foundations, corporate and government grant opportunities for the Arts, Humanities, and Museums.
- Sales and Marketing: Principals and methods involved in showing, promoting, and selling services and locations.
- Communications and Media: Media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral, and visual media.
- Strategic Relationship Cultivation: Methods and techniques to assess prospect viability and determine appropriate resource necessary to develop relationship and secure funding; particularly, techniques useful and appropriate to local government entities, which includes working with Friends groups.
- Customer Relationship Management (CRM) Systems: Purposes and principles, as well as protocol and procedures, to capitalize on system capabilities as well as to protect the integrity of the system.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite and Adobe DC.
- English Language: The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Budget Management: Developing plans and budgets; comparing them against actual activity; particularly, as relates to proposals and grant procurement.
- Persuasion: Convincing others to approach things differently.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand, which includes strong application of proofreading/editing skills.
- Originality/Creativity: Developing unusual or clever ideas about a given topic or situation, or developing creative ways to solve a problem.
- Time Management: Managing time wisely to complete assignments on time.
- Self-Management: Working independently and with minimal supervision.
- Initiative: Anticipating work needed to meet objectives and taking appropriate action.
- Collaboration: Establishing cooperative working relationships with all levels of employees; effectively building consensus and results with a diverse range of people, profession, industries, and interests.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

Internally, this position engages daily with Arts and Culture staff members and IAB and Museum Boards and report directly to Arts Assistant Executive Director – Finance and Administration. Position will also regularly engage with City Attorney’s Office (CAO) and Financial Services, including purchasing.

Externally, it will interact frequently with grants officers, foundation staff, and corporate public relation contacts. Position will interact regularly with collaborating organizations, potential and current donors, and community members.

EQUIPMENT AND PROPERTY

This position regularly utilizes a computer and a variety of other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee is constantly required to grasp, lift up to 10 pounds, listen, see, sit, stand, and talk. Frequently, s/he is required to balance, drive a vehicle, and walk. Occasionally, s/he is required to carry and reach.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is frequently exposed to stress. The noise level in the work environment usually is low to moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.