



JOB TITLE: Grant Writer
DEPARTMENT NAME: Development
LOCATION: New York, NY - Hybrid
REPORTS TO: Associate Director of Institutional Giving
STATUS: Full-Time, Exempt

The Apollo is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.

Responsibilities:

- Research grant opportunities, identify new funding sources and conduct prospect research;
- Develop and write grant proposals, LOIs and reports for submission to government funders, foundations, and corporations;
- Assist with corporate sponsorship proposal development
- Work closely with development and program staff to develop proposals and reports;
- Assemble and submit grant requests, including applications, LOIs, proposals, budgets, and other supporting materials;
- Maintain calendar to ensure timely submission of letters of inquiry, proposal deadlines, cultivation opportunities and reports
- Update database as needed to ensure accuracy and timeliness of information
- Participate in fundraising activities, staff, and department meetings.

Qualifications:

- Interest in arts, culture and community
- Bachelor's degree required and minimum of **2 years** of experience in grant writing in a non-profit environment
- Demonstrated experience securing grants
- Strong communication skills, both oral and written
- Good interpersonal skills with the ability to deal effectively and persuasively with diverse internal and external constituencies
- Proactive and independent, while also being collaborative and a team-player
- Strong organizational skills and the ability to manage time and complete projects effectively
- Meticulous. Superior attention to detail
- Sense of humor
- Capable of balancing multiple priorities effectively
- Able to multi-task and maneuver in a fast-paced environment

Salary - \$65,000-\$72,000

COVID-19 VACCINATION - Vaccination is required; however, the company will consider accommodations for medical and religious-based reasons.

The Apollo provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression.

To apply, send a cover letter and resume to Human.Resources@apollotheater.org. Please place the word(s) "Grant Writer" in the subject header of your e-mail.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.