

APOLLO

JOB DESCRIPTION

Job Title: Grantwriter
Department: Development
Reports To: Manager of Institutional Giving
FLSA Status: Nonexempt

The Apollo theater is the largest culturally specific theater in New York City, and its mission statement is: *the Apollo theater 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.* The Apollo is dedicated to upholding principles of diversity, equity, and inclusion. The ideal candidate must be willing to explore this in the context of fundraising, seeking both cultural funders and those committed to social justice.

Position Summary: A new position created to increase institutional grants, the Grant writer will be a central part of the institutional giving team. This is a special opportunity to craft the messaging and advance the mission of a singular institution.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Working with the Institutional Giving Manager, the Grant writer will focus on portfolio of foundation and government donors and prospects to support the Apollo Theater's artistic, education and community programming.

- Assist with proposal writing and reporting for all Apollo programming, capital activity and other projects as needed with an emphasis on foundation donors
- Conduct targeted research on institutional funding prospects, utilizing all available and standard electronic research resources (i.e. Foundation Center, Guidestar, etc.)
- Emphasis on developing support from mid-size and family foundations
- Develop letters of inquiry, proposals, general correspondence, acknowledgements, and reports for institutional donors
- Use the institution's messaging to articulate and widely broadcast the Apollo's mission and vision to both current and prospective donor communities in a way that represents the organization's distinctive commitment to making a positive social impact beyond the performances and ticket sales
- Reports to Institutional Giving Manager

Qualifications:

- Bachelors' Degree, Advanced Degree Preferred
- Minimum of 2-3 years' experience in grant writing (Experience with government grants preferred)
- Excellent writing and verbal communications skills

- Ability to work in a diverse and fast paced environment
- Familiarity with Raisers Edge
- Highly organized, great attention to detail, and creative

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee frequently will lift and /or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. 20% travel is required in this role.

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.

To apply, send cover letters, resumes to human.resources@apollotheater.org, with the subject line, "Grantwriter".