



Part- Time Grant Writer

Organization: [CreArte Latino Cultural Center](#)

Reports To: Executive Director / Co-Founder & Producing Artistic Director

Status: Part-Time (10 hours per week) | Hybrid (Remote and In-Person as Needed)

Compensation: \$26,000

Position Summary

We are seeking a Grant Writer to join our small but mighty team and play a critical role in securing funding that will contribute to the sustainability of CreArte Latino Cultural Center and the expansion of its bilingual arts and community programs. This position is an integral part of the organization's strategic plan and will help to ensure consistent, well-prepared funding submissions that support ongoing growth and impact.

The ideal candidate will have excellent writing, research, and storytelling skills with a proven track record of securing grants from foundations and corporate sources.

This role will focus on researching funding opportunities, preparing and submitting compelling grant proposals and reports, maintaining an organized system for grant tracking and deadlines, and creating a stewardship strategy to strengthen long-term relationships with funders.

Key Responsibilities

- Research and identify prospective grant opportunities and create a manageable pipeline of submission opportunities that align with CreArte's mission and programs.
- Write and submit clear and persuasive grant proposals, letters of intent, and grant reports on schedule.
- Collaborate with staff to collect program results and impact, participant stories, photos, and budgets to support funding requests.
- Maintain an up-to-date grant tracking calendar, including submission deadlines, reporting dates, and funder communications.
- Track awarded grants, ensure compliance with reporting requirements, and maintain accurate grant records.
- Create monthly grant reports for the Board of Directors.
- Support stewardship by helping communicate the impact of funded programs through reports and updates.
- Assist with developing a portfolio of funders that reflects both local and national opportunities for growth.

Qualifications

- Bachelor's degree in communications, nonprofit management, English, arts administration, or related field (or equivalent experience).
- 2+ years of experience writing successful grant proposals, preferably in the arts, education, or nonprofit sector.
- Excellent writing, editing, and storytelling skills.
- Detail-oriented, highly organized, and able to manage multiple deadlines.
- Experience with budget preparation, program evaluation, and impact measurement is a plus.
- Knowledge of local and national philanthropic networks preferred.
- Bilingual (English/Spanish) proficiency is preferred but not required.

Personal Attributes

- Passionate about the arts, culture, and community-building.
- Comfortable working independently while communicating effectively with a small team.
- Mission-driven, flexible, and creative in approach to problem-solving and funding strategy.

Work Environment & Schedule

- Virtual position with flexible hours; if in Sarasota/Manatee counties occasional in-person meetings or events might be suggested.
- Approximately 10 hours per week, with potential for increased hours based on funding and projects.

To Apply

Please send a resume, a short cover letter explaining your interest in CreArte Latino's mission, and one writing sample (preferably a grant proposal or narrative) to Josephine@creartelatino.org. Applications will be reviewed on a rolling basis until the position is filled.