

Job Description

Job Title: Content and Grant Writer	Reports To: Vice President of Advancement
Department: Office of Advancement	Division: Development/Communications
	FLSA Status: Non-Exempt

Position Purpose

This position is responsible for generating content for digital and print collateral as well as writing persuasive grant proposals. Responsibilities include conducting thorough research on industry-related topics and grant funding. This position requires strong writing and editing skills to help support the development and marketing teams. This position requires excellent writing and editing skills and must understand the difference between the writing style that's required for a grant proposal and the style that's required for marketing copy, and who is comfortable with both styles.

JOB KNOWLEDGE - Essential Functions, Knowledge, Skills, and Abilities

1. Advancement

- Works collaboratively with the Vice President of Advancement, the Director of Philanthropy and Director of Communications to create a fundraising strategy and marketing materials that prioritizes diverse community engagement.
- Demonstrates a commitment to advancing the Arvada Center's initiative IDEA -- Inclusion, Diversity, Equity and Access -- identifying opportunities to raise money for diverse cultures of our region to more actively engage in artistic programs.
- Researches and applies new strategies that encourage deeper, more active participation in Arvada Center programs. Focuses on advancing the Arvada Center's mission and related programs through messaging.
- Works with Arvada Center staff to achieve fundraising and earned revenue goals.
- Provides support to every department at the Center to help support their respective programs through foundation funding.

2. Grant Writing

- Responsible for conducting the full range of activities required to prepare, submit, and manage a grant proposal.
- Writes and submits all grant reports.
- Writes grant proposals to foundations and corporate partners.
- Researches possible funding opportunities that align with the Arvada Center's mission and overall strategic goals.
- Maintains and updates a comprehensive grants calendar.
- Meets contributed revenue goals established by the development department.
- Writes appeal letters and individual major grant proposals.
- Writes narrative for the Scientific and Cultural Facilities District funding proposals.
- Writes all government grant proposals including the Colorado Creative Industries, NEA, NEH and other proposals as needed.
- Assist with other fundraising projects as requested.

3. Content Writing

- Works closely with the Director of Communications to create messaging for the Arvada Center's programs.
- Works to develop clear marketing copy to promote the Arvada Center's productions/services/experiences with the public.
- Proofreads and edits written copy before publication (including print brochures, magazines, ads and other marketing materials)
- Coordinates with graphic designers to illustrate articles and add visual interest.

- Identify patron’s needs and gaps in content and recommend new topics.
- Ensure all-around consistency (style, fonts, images and tone).
- Ensures that all sponsors logos are on ads and other print materials before it goes to print.

4. Administrative Responsibilities

- Prepares and maintains accounting and financial records for fundraising activities. Prepares periodic progress and financial reports on programs and campaigns. Prepares year-end reports for Board of Directors, SCFD and audit. Participates in preparation of content and design for Arvada Center annual report.
- Participates in staff committees and attends monthly board meetings.
- Reports to the VP of Advancement of fundraising programs and campaigns.
- Manages the maintenance of institutional donor records and entry of donor gifts and related revenue.
- Develops and administers donor-benefits programs in accordance with IRS guidelines ensuring prompt gift recording and acknowledgment and appropriate reporting.
- Exhibits excellent organizational skills to prioritize tasks, manage time effectively, meet competing deadlines, and think strategically. Drives toward results through systematic and creative action and attention to detail.

Other Functions

Ability to work occasional nights and weekends as needed for fundraising events.
Other duties as requested by the VP of Advancement.

—Employees are held accountable for all duties of this job—

Scope of Authority:

Receives supervision under the direction of the VP of Advancement. Participates in the preparation of strategic fundraising plans for the Arvada Center for the Arts and Humanities and review of related processes and procedures. Works to provide strong, consistent and well-written copy to the marketing team.

Financial Accountability:

Income and expenses for associated fundraising programs and campaigns.

Supervision Exercised:

Oversees volunteers in the execution of activities to support fundraising and cultivation events.

Communication/Working Relationships:

Internal Contacts: Arvada Center staff, board members and volunteers.

External Contacts: Donors and prospective donors of foundations and family funds, and the Scientific Cultural Facilities District and its members.

Working Environment/Physical Activities:

Work is performed in a general office environment. Ability to sit, stand, and walk frequently and lift, stoop, and kneel occasionally. Ability to lift up to 20 pounds frequently and up to 50 pounds occasionally. Ability to perform keyboard functions and see computer monitor. Ability to talk and hear frequently.

Education and Experience Required

- Minimum of three years of work experience as a Content Writer, Copywriter, Grant or similar role
- General knowledge of fundraising techniques.
- General knowledge of marketing concepts.
- Familiarity with web publications
- Excellent writing and editing skills in English
- Ability to meet deadlines
- Bachelor’s degree in Marketing, English, Journalism or related field

Material And Equipment Directly Used:

Requires use of various office equipment including but not limited to: computer, Internet, e-mail, phone, FAX, and copier. Microsoft Office, Oracle, Tessitura, GroupWise and Explorer software applications used. Experience with fundraising software is required; experience with Tessitura, a plus.

CONDITIONS OF EMPLOYMENT:

This is a full-time, non-exempt position at the Arvada Center for the Arts and Humanities located at 6901 Wadsworth Boulevard in Arvada, Colorado. The Arvada Center for the Arts and Humanities is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, sexual orientation, gender identity, national origin, genetic information, disability or any other status protected by state or local law. Candidates from traditionally marginalized communities are especially encouraged to apply.

COMPENSATION

We offer a competitive compensation and benefits package based on experience.

HOW TO APPLY

Please email your resume and a letter of interest to jobs@arvadacenter.org. No phone calls will be accepted. Resumes submitted without a cover letter will not be considered. Please submit 2-5 writing samples with your application.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.