



GRANT WRITER

Art with Heart is a nonprofit dedicated to spreading the healing power of creative expression to kids facing trauma or adversity. Founded in 1996, the organization has helped +150,000 kids since our inception. In the decade ahead, we aim to help at least 3.5MM of the 35MM kids facing trauma or adversity in the US, with global aspirations. Join us in this important pursuit.

Position Summary:

The Grant Writer will be responsible for researching, identifying, writing, and submitting grant proposals and reports in support of Art with Heart's mission. This role is essential to the organization meeting annual contributed revenue goals that will enable Art with Heart to spread the healing power of creative expression to kids facing trauma or adversity around the country.

This position reports to the Development Director, collaborates with the CEO, and is a member of the Development Team.

Qualified candidates should possess excellent writing skills and have a comprehensive understanding of social and emotional learning practices and programs. The candidate must be conscientious and detail oriented, with the ability to implement systems, manage processes, effectively work under pressure, use independent judgment, and produce quality work within tight time constraints. A strong equity framework and understanding of how mental health services are accessed, and by whom, is important to help Art with Heart reach kids who need our services the most.

Primary Responsibilities:

- Prepare letters of intent, grant proposals, and reports for government, foundation, and organizational funders over the life of the grant process
- Manage the foundation portfolio of funders to meet annual fundraising goals
- Prepare budget and financial components of grant applications
- Engage in strategic planning prior to submission of grants with relevant staff
- Conduct prospect research on potential funding sources, including mission fit, eligibility requirements, funder priorities, and deadlines
- Coordinate collection, entry, and analysis of data for reporting and application purposes
- Maintain accurate and up-to-date record keeping in Salesforce with all necessary information relevant to grant submissions
- Perform other occasional writing projects and duties as assigned
- Other duties as needed and assigned

Qualifications:

- At least 2-years experience in a nonprofit development office, or equivalent, preferably in the education/mental health field
- Understanding of fundraising, philanthropy, and the grant processes
- Experience finding and using data to build a strong case for support

Knowledge, Skills, And Abilities:

- Great attention to detail and accuracy
- Strong organizational and time management skills
- Ability to work well under pressure
- Ability to manage multiple projects and meet tight deadlines
- Experience working in a nonprofit environment preferred
- Good verbal, written, and interpersonal communication skills
- Ability to handle and maintain sensitive confidential information

Your cover letter should address how well you thrive in these three key competencies:

- Delivering results – demonstration of raising funds and meeting goals
- Grant planning – managing a portfolio of funders while meeting deadlines
- Prospect research – identifying and evaluating new funding sources

To apply:

Initial application should include resume and one-page cover letter. Art with Heart is an organization dedicated to self-awareness through creative expression. In your cover letter, please include how you use creative expression for your own benefit, as well as the competencies noted above.

Applications should be emailed to: brooke@artwithheart.org.