

Monday, April 25, 2016

GRANT WRITER-VOLUNTEER

Company: Tango For All Inc.
Location: New York, NY
Compensation: Stipend

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Tango For All Dance is seeking an experienced grant writer to assist the Founders and Board of Directors seek various grant/RFP opportunities from both public and private institutions, well as assisting in creating the organization's grant calendar and perform other grants administration tasks. This position reports directly to the Executive Director.

Responsibilities are required, not limited to the following:

- Research various grants opportunities involving performing arts, youth development, operations and artist collaboration.
- Create templates for letters of inquiry, grant proposals and grant applications.
- Draft and complete letters of inquiry, grant proposals and grant applications and other required documents for submission to public and Government (City, State and Federal) agencies, well as corporations and private foundations.
- If required, supervise intern(s)/volunteer(s) for grant research or writing purposes.
- Assist in creating organization's grant calendar
- Support the Founder with establishing partnerships with corporations, foundations and organizations regarding grants

Qualifications:

- This is a volunteer opportunity. You can be either enrolled or obtained degree in areas such as Communications, Business, English or other related field.
- Solid knowledge of Fundraising and nonprofit administration
- Interested developing a career within the non-profit industry
- Proficient in Microsoft Word, Excel, PowerPoint and Salesforce.
- Excellent writing, oral and communication skills.
- Knowledge of Foundation Center database.
- Nice to have - knowledge of Raiser's Edge

If interested, please send your resume to ana@tangoforall.com

Tango For All Inc.
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For more information:
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