

Friday, February 10, 2017

Nimbus Dance Works Seeks a Grant Writer

Company: Nimbus Dance Works

Location: Jersey City, NJ

Compensation: Compensation is commensurate with experience

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NIMBUS DANCE WORKS

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Grant Writer

Job Description (January 2017)

Nimbus Dance Works (NDW) is seeking a Grant Writer who is eager to make a meaningful contribution to an arts organization. Reporting to the Artistic Director, the Grant Writer works to strengthen and participates in a comprehensive foundation and government fundraising program for Nimbus Dance Works' education and community engagement initiatives, performance series, and special projects. Specifically, prepare proposals, applications, reports, and other written materials related to foundation and government funding in a timely and accurate manner, effectively communicating Nimbus Dance Works' mission and reason for support. The Grant Writer is a project-based, part-time position; hours of work will vary based on the grant calendar - position may be performed remotely. Ideal candidates should have proven experience with arts grantwriting, be self-motivated and able to manage time deadlines.

Nimbus Dance Works is a non-profit dance company based in Downtown, Jersey City that focuses on artistic excellence and community impact. Comprised of the professional dance company, the School of Nimbus Dance Works, NimbusPRESENTS a newly-launched presenting series, and community educational programs, Nimbus' is one of the fastest growing contemporary dance organizations in the NY/NJ area. Founded in 2005 by Artistic Director Samuel Pott, NDW is currently undertaking initiatives to move itself into the national touring marketplace, to consolidate development/fundraising and to advance the presenting wing of the organization in Downtown Jersey City.

I. Primary Responsibilities

- Work with Nimbus staff to identify and complete Grant Applications from major city, state and federal government agencies, corporate entities, and foundations in the areas of art project funding, educational program funding, capital projects, and general operations.
- Coordinate with appropriate Staff to develop thorough understanding of Nimbus programs in order to build descriptive language and other materials as required for proposals
- Attend/Participate in grant webinars and information sessions
- Maintain Nimbus Dance Works' grants calendar and funding prospect research

II. Qualifications

- Minimum 2 years of grant writing experience required, preferably in the arts
- Bachelor's degree in communications, English, writing or similar field
- Excellent grammar and strong research skills needed
- Demonstrated ability to work independently and prioritize multiple deadlines
- Strong organizational skills and attention to detail
- Working knowledge of research resources for foundation and government fundraising
- Knowledge of the performing arts and nonprofit dance field, particularly in New York City, preferred but not required

III. Submission Procedure

Please submit the following: resume, work samples, and cover letter (with salary requirements and outlining your interest in Nimbus Dance Works) to info@nimbusdanceworks.org. Please list: Grant Writer Application Submission in the subject line.

Nimbus Dance Works is an equal opportunity employer.

Nimbus Dance Works
209 Third Street
Jersey City, NJ, 07302
201.377.0718
www.nimbusdanceworks.org

For more information:
Samuel Pott
info@nimbusdanceworks.org

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