

Friday, March 3, 2017

Development Grant Writer - DF4

Company: Alvin Ailey Dance Foundation

Location: New York, NY

Compensation: Competitive salary with full benefits

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Alvin Ailey Dance Foundation, one of the world's premier dance institutions, seeks an experienced and motivated Grant Writer to join the Development Team. Alvin Ailey Dance Foundation is a nonprofit organization comprised of the Alvin Ailey American Dance Theater, Ailey II, The Ailey School, and Ailey's Arts in Education Programs.

The organization's mission is to further the pioneering work of Alvin Ailey by establishing an extended cultural community which provides dance performances, training, and community programs for all people. As important as its artistic and educational mission, the Ailey organization plays a social role, using the beauty and humanity of the African American heritage and other cultures to inspire and unite people of all races, ages and backgrounds.

Named "Cultural Ambassador to the World," by a United States Congressional Resolution, Alvin Ailey American Dance Theater numbers 31 of the most talented dancers in the world, and its diverse repertory is unparalleled in modern dance. A typical season includes engagements in its home base of New York City: 5 weeks each winter at New York City Center and 1-2 weeks each spring at Lincoln Center, a 20+ city United States tour, and extensive international touring. Annually, nearly 500,000 people experience Ailey performances and programs.

A multifaceted organization, the Ailey family also encompasses Ailey II, a second company dedicated to the development of young artists and community outreach; The Ailey School, a world-class dance academy which provides instruction to a diverse group of students aged 3-25; and Ailey Arts in Education and Community Programs which provide young people from diverse cultural and economic backgrounds the opportunity to explore dance, build self-esteem, and develop life skills.

The Grant Writer must possess exceptional writing and proof reading skills and the ability to manage multiple projects while maintaining deadlines. Successful candidates will also have experience working with major foundations and corporate grant programs.

Responsibilities include but not limited to:

- * writing grant proposals and reports for foundation and corporate funders
- * coordinating budgets with finance and arts in education departments as they relate to proposals and reports
- * researching and identifying prospective funders
- * assisting in developing cultivation materials
- * coordinating and implementing mass mailings (including complex mail merges)
- * general administrative tasks

Skills/Qualifications: Ideal candidates will possess:

- * exceptionally strong writing skills
- * the ability to manage multiple projects in a fast-paced work environment
- * attention to detail while maintaining speed and accuracy
- * experience designing and reporting on grant budgets
- * excellent proof-reading abilities
- * strong organizational skills

Experience/Education:

- * 3+ years of professional grant writing experience preferred and B.A. (M.A. preferred)
- * high-comfort with the Microsoft Office Suite, strong knowledge of Raiser's Edge
- * experience working for a major cultural organization in New York City.

Start date: Immediate

Compensation: Competitive salary with full benefits

Alvin Ailey Dance Foundation is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.

No phone calls please.

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To apply for this position, please use the following URL:

https://ars2.equest.com/?response_id=b0cf0ebe9ae97e28753ca57442fc613a

Alvin Ailey Dance Foundation
New York, NY
New York, NY, 10001
555-555-5555

For more information:
NA
dontappy@viaemail.com
555-555-5555

[< back](#)

[previous listing](#) • [next listing](#)