

Tuesday, August 15, 2017

VIM VIGOR /// part-time Grant Writer

Company: VIM VIGOR DANCE COMPANY

Location: Brooklyn, NY

Compensation: \$20 per hour, and access to VIM's educational platform

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VIM VIGOR

OVERVIEW:

VIM VIGOR DANCE COMPANY is a non-profit organization established to connect and serve the New York community and beyond with high calibre contemporary dance theatre training and original performances, to communicate the impact of these offerings, and to actively engage in the best interests of the cultural sector of New York City. VIM VIGOR is a leading voice representing dance theatre in Brooklyn, New York. Over the next five years, VIM VIGOR will focus its efforts around programming for the community and strengthening the organization's infrastructure to provide financially accessible dance experiences to the public at large.

Job Responsibilities:

- * Research and identify new government and private funding prospects
- * Generate proposals and supporting documents in response to solicitations
- * Generate revenue for agency programs and services through timely submission of well-researched, well-written, and well-documented proposals
- * Serve as a liaison to funding agencies/organizations
- * Assist with special projects as needed

Qualifications:

- * Passion for dance theatre and the New York dance community
- * Bachelor's Degree and professional grant writing experience (grant writing sample of three-five pages, a LOI example, both submitted with resume)
- * Excellent writing and computer skills (Google Docs, Pages, etc).
- * Highly organized with the ability to effectively work under pressure, use independent judgment, and produce quality work within tight time constraints
- * Able to communicate well with VIM's Artistic Director and members of VIM VIGOR's board
- * Able to secure new funding opportunities; comprehensive knowledge of grants research, and the ability to identify funding opportunities for programs in areas such as early childhood education, housing, human services and community development

Job Type: Part-Time (5 hours per week or project based - 2 hours will be in person) Possibility for growth

Required education:

Bachelor's

Required experience:

Grant Writer: 2-3 years

VIM VIGOR DANCE COMPANY
23 Bills Place
Brooklyn, NY, 11218
www.vimvigordance.com

For more information:
Shannon Gillen
info@vimvigordance.com

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