

Tuesday, November 14, 2017

Grant Writer Associate

Company: LG Capital for Culture, LLC
Location: Brooklyn, NY

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LG Capital for Culture seeks an experienced and passionate arts fundraising professional to join our team as a Grant Writing Associate. The Grant Writer will report to the Director/Founder. Opportunity for advancement with growing consulting company. Ideal candidate will be available to start January 2018.

LG Capital for Culture is committed to connecting nonprofit and fiscally sponsored artists with capital. It was founded in 2014 by Lauren Gibbs to service artists and cultural organizations in NYC and the Greater Metro NYC and DC communities. The small multi-disciplinary team of consultants works seamlessly to meet the needs of each individual client by providing a wide array of development, administrative, team and leadership building consulting services.

The Grant Writer position is part-time contract work with minimum of 25-35 hours per month. Paid hourly rate is negotiable. Work remotely; exceptions include:

- Research at Foundation Center in lower Manhattan quarterly or as needed
- Work on-site twice monthly at the office of the Director in NYC
- Assist at client events as needed

Responsibilities:

- Understand the unique mission of each client's work
- Ability to write in the voice of each client
- Develop effective and compelling narratives for proposals and reports to prospects & funders
- Create, manage and maintain grants calendar and meet proposal deadlines
- Development project budgets and update general operating budgets for grants
- Facilitate internal grant deliverables and deadlines with Director
- Research funding prospects and provide research and background materials
- Compile and update statistics and information relating to grants
- Update files of fundraising materials and funder packets
- Other administrative tasks as needed

Requirements:

- Bachelor's Degree
- Adept in the use of Microsoft Office and Google docs
- Familiarity with research tools (e.g. Foundation Center, Lexis Nexis, i-wave, Wealth Engine, online research, etc.)
- Familiarity with donor management software (e.g. Arful.ly, Raiser's Edge, Sales Force, etc.)
- Minimum 2 years grant writing experience with proven track record of success in the arts
- Familiarity with NYC, NY state, and/or federal arts or humanities grants; completed at least 1 application and related online grants portal requirements (e.g. DCA, NYSCA, REDC, NEA)
- Excellent writing and organizational skills required
- Attention to detail is a must
- Ability to be a self-starter and meet internal deadline
- Ability to think creatively, synthesize information effectively, and tailor information to appeal to a broad spectrum of funder interests

Please e-mail your resume with a thoughtful cover letter, and two grant writing samples to Elizabeth Jones at lizjones.lgcapital4culture@gmail.com. Please title subject line "Grant Writer Associate: YOUR NAME." No phone calls please. Only those we wish to interview will be contacted.

LG Capital for Culture LLC is an EOE and intentionally considers candidates from historically underrepresented communities including ALAANA populations.

LG Capital for Culture, LLC
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www.lgcapital4culture.com

For more information:
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