

Wednesday, October 29, 2025

## Foundation Grants Manager (Part Time)

Company: Accent Dance NYC

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Location: New York, NY

Compensation: Competitive hourly rate commensurate with experience (\$50-\$75 / hour). 10 hours per week. Flexible schedule.

ACCENT DANCE NYC is a dance organization committed to expanding access and appreciation for the arts. We strive to deliver impactful dance programs and performances that engage diverse communities. We are currently seeking a detail-oriented and strategic Foundation Grants Manager to identify, secure and manage foundation support. In this part-time role, you will work closely with our development team to advance our mission and secure essential funding. We are looking for someone with extensive foundation fundraising experience to lead our foundation development strategy, diversify our revenue sources, substantially increase our contributed income, and cultivate relationships with foundation and other philanthropic groups. The Foundation Grants Manager will work closely with the Executive Director and our Grants Manager. The successful candidate should have significant experience in nonprofit fundraising and a passion for making a positive impact in our New York City metropolitan community.

### KEY RESPONSIBILITIES:

- Research and identify prospective foundation grants and funding opportunities.
- Develop, write and submit compelling grant proposals and reports.
- Cultivate and manage relationships with foundation donors and program officers.
- Maintain an organized calendar and database of grant deadlines, submissions and reports.
- Collaborate with program teams to gather data and program outcomes for grant applications and reports.

### QUALIFICATIONS:

- Proven experience in grant writing and fund development, ideally within the arts and/or nonprofit sector;
- Strong writing, communication and organizational skills;
- Ability to work independently and manage multiple projects simultaneously;
- Familiarity with the NYC arts funding landscape;
- Commitment to diversity, equity and inclusion in the workplace and sector;
- Demonstrated track record of cultivating relationships and expanding and diversifying contributed income;
- Passion for the arts and commitment to the mission of our organization;
- Demonstrated ability to work collaboratively;
- Knowledge of local and regional philanthropic trends and the ability to design programs for nonprofit development that capitalize on those trends;
- Ability to work remotely as well as reside within the New York City metropolitan area in order to attend in-person meetings and other events, including our annual gala, performances, and other organizational events; and
- Ability to commit to work 10 hours per week.

TO APPLY: Please send your resume, a cover letter, a writing sample from a successful foundation grant application, and a list of foundation awards that you have secured to: Andrea Ziegelman at [andrea@accent.dance](mailto:andrea@accent.dance) and Kim Johnson at [kim@accent.dance](mailto:kim@accent.dance)

Applications will be reviewed on a rolling basis.

JOIN US IN MAKING A DIFFERENCE THROUGH DANCE!

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