

Northlight Theatre
Job Posting
Grant Writer

Overall Description: Northlight Theatre seeks a part-time Grant Writer for contract employment beginning in January 2018. Reporting to the Director of Advancement, the Grant Writer will identify potential funding opportunities, set and maintain grant timelines and deadlines, write and edit content for grant funding opportunities, and submit grants and letters of inquiry. The Grant Writer will maintain a status report of all grant activities as well as collaborate with the Northlight staff to ensure accurate, timely and complete compliance with all grant-related activity. This position will work remotely with bi-weekly or as needed in-person or teleconference meetings with members of the Northlight staff.

Responsibilities include but are not limited to:

- Develop and submit proposals, reports, letters of inquiry, and other grant-related materials.
- Research potential funding opportunities to meet identified funding needs; recommend prospects and solicitation strategies.
- Collaborate with staff members across the organization in the development of accurate, timely, and compelling submissions to current and prospective funders as assigned, including corporate, government, foundation and family foundation donors.
- Assure compliance with all funder-specific guidelines and requirements.
- Establish and maintain an annual grant calendar, including submission, renewal, and reporting dates and deliverables.
- Maintain a status report for all current grant prospects, pending applications and completed applications and ensure Advancement staff is fully informed.
- Maintain a thorough understanding of the organization's mission, goals, programming and strategic direction.

Qualifications: 3-5 years of experience in grant writing and previous experience fundraising for a non-profit organization is required; fundraising for the arts, arts education and/or capital campaign background is a plus. Must have a proven track record of writing grant proposals which result in raising money from foundation, corporate and/or government sources. Knowledge of fundraising information sources, basic fundraising techniques and strategies, and research techniques for fundraising prospect research. Must have effective communication skills and a demonstrated ability to take initiative and manage multiple deadlines efficiently and effectively. Requires experience with budget development and monitoring as well as program development; knowledge of contracts and agreements preferred.

Compensation: This position is an independent contractor and will be paid on an hourly or project basis as mutually agreed at a rate commensurate with the skills and experience of the candidate. This is a part-time position, and hours are expected to vary by month.

How to Apply: Northlight Theatre is an equal opportunity employer and is interested in receiving a broad spectrum of candidates. Qualified candidates should submit a resume, cover letter and writing sample with your specific skills related to this position to humanresources@northlight.org. The search will remain open until the position is filled. No phone calls please.

Northlight Theatre is a professional LORT theatre located just north of Chicago with an annual budget of \$3.2 million, producing a 5-play mainstage season, the Interplay new play program, and a dynamic year-round audience engagement and education program. For more information about the theatre: www.northlight.org.

<https://northlight.org/opportunities/>