



GRANT WRITER – BRINGER OF THE MONEY

AT EAST VALLEY CHILDREN'S THEATRE

Description:

The Grant Writer or Bringer of the Money would write grants to secure funding for various programs and projects at EVCT, including general operating support of the theatre.

Purpose and Impact:

Without grant funding from corporations, businesses, foundations and government agencies, EVCT would not exist. All grants require money to be directly linked to the organization's mission. With funds raised from grants, EVCT will continue to be a valuable part of the East Valley community.

Scope of Work:

The Grant Writer would (1) locate grants that would be a good fit for EVCT; (2) secure all pertinent information for the grant; (3) write and submit grants in a timely manner.

Skills and Attributes:

The Bringer of the Money would need to be (1) an exceptional communicator; (2) an individual who can read and follow instructions and ascertain exactly what is needed and wanted; (3) a creative and passionate writer; and (4) an organized individual who is reliable, responsible and understands the importance of deadlines.

Time Frame, Schedule, Length of Time, When:

The job would be at various times throughout the year, with the busiest time for grants January – March. However, grant deadlines vary and can be due anytime during the year. 4-6 weeks would be the average time required for completion of a grant.

Work Environment:

Artistic Director and other highly trained and experienced grant writers would supervise the Bringer of Money.

Work Space:

The Bringer of Money could work at the EVCT Studio during the day at our computer, or from home if so desired. There would be access to former grants, financial data, statistical data and any other pertinent information that would be needed in order to complete grant work.

Transportation:

Transportation would not be required, but if this person wanted to work at the EVCT studio, there is public transportation and ample free parking for personal vehicles.

Benefits:

EVCT would provide training. Grant workshops would be available if needed and many grantor organizations provide their own grant workshops for their specific grants (own transportation would be needed for these).. A key benefit to this job is the knowledge that you have helped to sustain a valuable and much needed organization in the East Valley. Tickets to our productions and discounts on classes could be provided as a perk.