



## **JOB DESCRIPTION**

Position: Grant Writer

Reports to: Director of Orchestra Activities and Director of Development

Status: Full-time, Non-Exempt

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The Virginia Symphony Orchestra is searching for the ideal candidate to provide support for the VSO's education and community engagement programs and projects through the execution of excellent grant proposals and reports.

### **Primary Responsibilities**

- Research and draft proposals for grant support. Research includes familiarization with funding priorities and creatively matching projects to fall within those guidelines. Collaborate with organizational leaders on developing projects that align funders' interests with the VSO's mission.
- Collect data and ensure compliance with all requirements of awarded grants. Prepare all required reports and ensure they are submitted complete and on time.
- Research and identify new sources of support; prepare comprehensive prospect profiles.
- Maintain organized and current records, including grant tracking and reporting, project descriptions, and statistics to be accessible by other departments.
- In collaboration with the Director of Orchestra Activities, develop assessment strategies and measures, budgets, and timelines for projects. Assist in implementing these plans.
- In collaboration with the Director of Development, develop and enhance the stewardship of current and potential funders, providing invites to and updates on the status of projects. Evaluate current initiatives and implement new ways to engage funders.
- Coordinate with the Development and Finance Departments to ensure proper tracking, invoicing, and acknowledgments for all grant awards.
- Other duties as assigned.

### **Professional Requirements**

- Compelling and excellent narrative writing and good oral communication skills
- Proficiency in Microsoft Office
- Proficiency in or ability to learn and use Tessitura and OPAS software
- Ability to gather, analyze and summarize information including numerical and financial data
- Outstanding organizational skills and attention to detail
- Ability to work as part of a team and independently
- Strong people skills

- Commitment to maintaining confidentiality
- Grant writing experience preferred
- Interest in music education and/or a musical background preferred

**Education Requirements**

- Bachelor's Degree

**To Apply:**

Interested candidates should submit their resume and cover letter via email to Dr. Christy Havens, Director of Orchestra Activities at [chavens@virginiasymphony.org](mailto:chavens@virginiasymphony.org) Please use subject line: Grant Writer. Deadline for applications January 15, 2018.