



Newberry Opera House Grant Writer (Part-Time)

Overall Description:

Newberry Opera House seeks a part-time Grant Writer for contract employment beginning in August 2024. Reporting to the Executive Director, the Grant Writer will identify funding opportunities, manage grant timelines and deadlines, write and edit grant content, and submit grants and letters of inquiry. The Grant Writer will also maintain a status report of all grant activities and collaborate with staff to ensure compliance with all grant-related activities. This position will work remotely, with bi-weekly or as-needed in-person or teleconference meetings.

Responsibilities:

- Develop and submit proposals, reports, letters of inquiry, and other grant-related materials.
- Research potential funding opportunities and recommend prospects and solicitation strategies.
- Collaborate with staff to develop accurate, timely, and compelling submissions to funders.
- Ensure compliance with all funder-specific guidelines and requirements.
- Establish and maintain an annual grant calendar, including submission, renewal, and reporting dates.
- Maintain a status report for all grant prospects, pending applications, and completed applications.
- Maintain a thorough understanding of the organization's mission, goals, programming, and strategic direction.

Qualifications:

- 3-5 years of experience in grant writing and fundraising for non-profit organizations required.
- Proven track record of writing successful grant proposals for foundation, corporate, and government sources.
- Knowledge of fundraising techniques, prospect research, and fundraising information sources.
- Effective communication skills and the ability to manage multiple deadlines efficiently.
- Experience with budget development and monitoring, program development, and knowledge of contracts and agreements preferred.

Compensation:

This is an independent contractor position, paid hourly or per project as agreed, at a rate commensurate with the candidate's skills and experience. Hours will vary by month.

How to Apply:

Newberry Opera House is an equal opportunity employer and encourages a diverse range of candidates to apply. Qualified candidates should submit a resume, cover letter, and writing sample to careers@newberryoperahouse.com. Please include "Grant Writer" in the subject line. The search will remain open until the position is filled. No phone calls, please.

Newberry Opera House is a historic theater located in the heart of Downtown Newberry, just north of Columbia, SC. With an annual budget of \$2.8 million, we present over 120 performances each season.

For more information, visit NewberryOperaHouse.com