



Grant Writer

Position type: Contractor

Location: Jacksonville, FL (remote)

Contract duration: Initial period of 12 months with the possibility of extension

Projected start date: December 1, 2022

Deadline for applications: November 15, 2022

About CAP

The Cathedral Arts Project (CAP) is a nationally recognized nonprofit provider of quality, comprehensive and ongoing instruction in the visual and performing arts for school aged children in Northeast Florida. The driving force behind all CAP programs is the belief that the arts matter – they provide essential skills, like creative thinking, perseverance, teamwork, and self-discipline, that benefit all people in all areas of their lives. Voted one of the best places to work in Jacksonville, CAP offers a culture of creativity and teamwork right in the heart of downtown Jacksonville.

The arts have the power to inspire, unite and create change. At CAP, we embrace collaboration and strive to grow and diversify our partnerships to provide equitable access to arts education that impacts children for the rest of their lives.

We respect and value all identities and differences. We encourage authentic self-expression and are committed to fostering and maintaining an inclusive, supportive and safe environment for all. We proactively pursue, engage and seek to understand diverse perspectives, because when everyone is empowered, creativity and innovation thrive. We are stronger together.

Summary of Work

Under the supervision of the Vice President of Development, the Grant Writer works to secure funds from corporate, foundation and government sources. They will research and identify public, private and corporate funding opportunities and evaluate appropriateness for the organization, develop grant proposals, assemble all pertinent grant material

packages for final submission, and coordinate the completion and submission of related reports and updates for awarded funds.

Essential Responsibilities

- Compile materials required for grants and ensure materials are submitted according to funder deadlines.
 - Research and identify new government, private foundation and corporate funding prospects.
 - Work with CAP staff to prepare and submit grant applications. This includes grant writing, assembling and preparing supporting documents/forms, and ensuring that the final submission aligns with funding requirements.
 - Ensure grant application narratives are presented clearly, persuasively, and accurately; ensure applications conform to all internal, external and regulatory requirements.
 - Participate in monthly grants meetings to review funding opportunities and schedules for applications and reports.
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Preferred Qualifications

- Bachelor's degree in a related area and two years of related work experience or equivalent training and experience that provides the required knowledge, skills and abilities.
 - Extremely organized, able to multi-task, work independently and meet deadlines.
 - Strong interpersonal, written and verbal communication skills. Strong research and grant writing skills.
 - Knowledge of and experience with proposal development, grant administration and stewardship.
 - Excellent computer skills, including MS Word, Excel and Outlook.
 - Proven experience seeking creative and new approaches, with a commitment to continuous improvement.
 - Proven ability to maintain the confidentiality of interactions and information, as appropriate.
 - Commitment to CAP's vision, goals and core values.
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Compensation

- Hourly rate of \$70-85 (based on knowledge and experience) for up to 25 hours a month.
 - Contract is subject to further extension based on performance.
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To Apply

Submit a cover letter and resumé in confidence by November 15, 2022, to hr@capkids.org.

The above description reflects the details considered necessary to describe the principal functions of the job and should not be construed as a detailed description of all the work requirements that may be performed in the job.

The Cathedral Arts Project is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.