



## Job Description – Grant Manager

The Fort Wayne Children's Choir (FWCC) seeks a Grant Manager to contribute to the mission and vision of the organization.

**Our Mission** *The Fort Wayne Children's Choir teaches music literacy to children from diverse backgrounds through song and performance.*

**Our Vision** *The Fort Wayne Children's Choir aspires to transform children's lives and communities through music education and choral performance to instill a sense of belonging, passion, and joy.*

**Our Values** *Joy, Integrity, Community, Stewardship*

**Job Summary:** The Grant Manager is a member of the Development team. The successful candidate must be well-organized, an excellent writer, self-motivated, and an articulate communicator. They will be responsible for managing the grant calendar, applying for grants, submitting timely acknowledgements, and reports.

### Responsibilities & Duties:

- Report to the Director of Development.
- Manage FWCC grant calendar, which includes a portfolio of 15 core grants and 10-15 rotating grants.
- Write, edit, assemble, and submit:
  - Letters of intent
  - Grant applications
  - Grant acknowledgements
  - Grant reports
- Maintain the organization's donor database with all grant information, including funder background, grant intention, deadlines, materials, applications, and requirements.
- Work with the Executive Artistic Director and Director of Development to create budgets and produce content and measurables for grants.
- Coordinate with Director of Development and other staff to ensure grant implementation.

- Monitor application and reporting timelines (including budgets, expenditures, reporting requirements) and communicate them interdepartmentally to ensure funder requirements are met.
- Work with FWCC staff to ensure they are informed of grant requirements and assist in advising on how best to navigate any necessary changes through communication with the funders.
- Identify and recommend new grants/funding opportunities.
- Conduct internal education to help staff in identifying projects eligible for or requiring grant funding.

#### **Skills & Competencies:**

- 3+ years of successful experience in grant writing and management.
- Excellent written, interpersonal, analytical, organizational, and communication skills.
- Must be able to manage multiple projects at once while meeting all grant application and reporting deadlines.
- Must have an eye for detail.
- Must be an intermediate user of Word, Excel, GuideStar, Monday.com, and Google Suite.
- Must have the confidence and technical acuity to learn Donor Wrangler, the organization's donor database.
- Dedication to promoting FWCC's fundraising priorities through developing working relationships with artistic and administrative staff.
- Familiarly or interest in the arts, music, and/or children's programming.

#### **Content of Confidential Information**

The Grant Manager will have access to sensitive and confidential information relating to their colleagues as well as donor information. The employee will be charged with using sensitive information responsibly.

#### **Compensation & Benefits:**

This is a part-time, hourly position. Grant writing and management pay range is \$30-\$45/hour and 10 hours per week are expected. The position offers potential for future growth based on performance.

This is a hybrid position with an in-office attendance requirement of at least 1 hour per week. Additionally, the Grant Manager will complete a monthly one-on-one meeting with Director of Development and a monthly strategic meeting with Director of Development and Executive Artistic Director.

Monthly staff meetings and annual retreats should be attended, and will be compensated at an administrative rate of \$15-18/hour.

**Application procedure:**

The position will remain open until filled. Review of materials will begin November 25, 2024.

Candidates must submit the following materials electronically in PDF format:

1. Cover letter
2. Resume
3. Three references
4. Writing sample from a successful grant

Email to: Lindsay Platt, Director of Development, [lplatt@fwcchoir.org](mailto:lplatt@fwcchoir.org). Please state Grant Manager Search in the subject line of the email.

Questions may be directed to Lindsay Platt, Director of Development, at (260) 481-0481 or via email at [lplatt@fwcchoir.org](mailto:lplatt@fwcchoir.org).

November 4, 2024