TITLE: GRANT WRITER

Department: Development
Reports to: Director of Development, Annual Fund
Location: Dallas Arts District
Availability: Immediate

The AT&T Performing Arts Center is seeking an energetic and highly-motivated individual for the position of Grants Writer. This individual will maintain and grow a portfolio of foundation and government grants including, execution of the grant application process including reporting and prospect research for new funding opportunities for the Center.

The ideal candidate will have fundraising experience, and a detail-oriented, highly-organized team player with a high degree of initiative. He or she should possess exemplary writing skills, the ability to thrive in a fast-paced environment and confidence interacting with contributors.

Position Responsibilities (include but are not limited to):

• Manage a portfolio of foundation, organization and government grants
• Develop and manage a grant calendar for LOI’s, submissions and reporting
• Prepare and submit all LOIs, grant requests and follow-up reports
• Prepare all editorial and collateral material for grant and major gift proposals
• Maintain case statements for ongoing Center community/education events to be used in reports and applications
• Create annual and quarterly reports for Community and Education major benefactors and develop regular contact opportunities for major benefactors
• Conduct prospect research and maintain prospect/donor database and records for institutional and annual fund gift prospects
• Alongside appropriate Center leadership, meet with, cultivate, and steward existing donors and prospects of institutions
• Participate in site visits with existing or potential funding organizations
• Manage/facilitate recognition for all foundation, endowment and major gifts
• Manage relationships and attend meetings with departments executing grant funded programs for accurate reporting and to ensure the grant requirements are being met
• Engage donors during performances in Donor Lounge and during cultivation events
• Other Development and administrative requests as needed

Education and Experience:
• Bachelors degree plus three or more years of experience in grant writing
• High proficiency in data base applications for use in fundraising
• Knowledge and experience in Microsoft Office with advance skills in Word and Excel
• Must have strong persuasive writing and interpersonal skills
• Must have excellent understanding of institutional giving priorities and motivation
• Must have strong customer service skills
• Must have strong organizational skills and possess the ability to manage multiple projects at a time with a high degree of accuracy and attention to detail
• Strong ability to work independently and collaboratively
• Ability to handle sensitive and confidential information
• Knowledge of prospective institutional and major donor population, preferably Dallas area and arts supporters
• Able to work under pressure in a team environment with enthusiasm and humor
• Able to attend events on nights and weekends throughout the year

AT&T Performing Arts Center is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

For immediate consideration, send cover letter, resume and salary requirements.

By E-mail: careers@attpac.org
By Mail: Human Resources AT&T Performing Arts Center
700 North Pearl, Suite N1800 - Dallas, TX 75201
ABOUT THE AT&T PERFORMING ARTS CENTER

The AT&T Performing Arts Center is a nonprofit foundation that operates and programs a 10-acre campus comprised of three premier performance venues and a park in downtown Dallas. Audiences enjoy the best and most recent from Broadway; the finest dance companies from across the globe co-presented with TITAS/Dance Unbound; and top concerts, performers and cutting-edge speakers. Thousands of students explore and more deeply experience the arts through the Center’s education program, Open Stages. The Center also offers free programming for audiences from every part of the community.

The Center’s mission is to provide a public gathering place that strengthens community and fosters creativity through the presentation of performing arts and arts education programs.

The Center’s culture is to focus on the values that guide its people’s actions. The Center’s Core Values are to passionately pursue our mission by being:

- **Achievement Focused** - Committed to the advancement and cultivation of the Performing Arts in Dallas
- **Community Minded** – Actively fostering and participating in meaningful community interactions
- **Customer Service Driven** – Dedicated to the service of internal and external constituents so that all want to return
- **Flexible** – Willing to change to achieve results

The Center's five resident companies are among the city’s leading arts institutions: Anita N. Martinez Ballet Folklorico, Dallas Black Dance Theatre, The Dallas Opera, Dallas Theater Center and Texas Ballet Theater.

Designed by internationally acclaimed architects, the Center’s campus includes the Margot and Bill Winspear Opera House, Dee and Charles Wyly Theatre, Annette Strauss Square, and Elaine D. and Charles A. Sammons Park are some of the finest performance venues in the world.