



POSITION ANNOUNCEMENT

Grant Writer - Independent Contractor

Six Square - Austin's Black Cultural District is looking for a **Grant Writer** to complement our growing team. Six Square was created to provide programming and services to preserve and celebrate the historic legacy of African American culture in Austin by preserving the cultural assets represented in the built environment, providing educational opportunities about African American history, providing opportunities for continued cultural production within Austin's urban core and to drive economic development opportunities for Austin's African American community.

Position Summary:

Reporting to the Executive Director, the Grant Writer is an independent contractor working part-time. This position is for an experienced, innovative individual with a demonstrable record of consistent grant writing success. This individual will be responsible for applying for grants for which Six Square has already identified, researching new grant opportunities, and ensuring that grant compliance and reporting is completed in a timely and efficient manner.

This job may be performed remotely with regular communication to the Executive Director.

Responsibilities:

- Identifying, researching, processing, cataloging new and existing grant opportunities (based on funding amount needed, location, and organization project).
- Preparing grant summary, narrative, and applications.
- Attending webinar and grant reporting meetings as appropriate.
- Managing the grant development and proposal process.
- Tracking and creating a calendar of grant opportunities - including deadline dates, required materials, etc.
- Completing and submitting grant applications to secure funding.
- Communicating the mission and vision of Six Square to granting agencies.
- Maintaining chart of grant applications: including grants applied to, status of application, grant deadlines.
- Communicating with foundations as appropriate.
- Identifying all requirements of grant to ensure all necessary attachments are submitted on time.
- Prioritizing grants to apply for (based on size of grant and time funding is released).



Minimum Qualifications

- Bachelor's degree and related work experience.
- Excellent verbal and written communication skills, a professional and resourceful demeanor.
- The ability to work both independently and as a team player, and a desire to take initiative and manage numerous projects simultaneously
- Demonstrated experience obtaining grants from charities, and other philanthropic organizations
- Ability to manage rejection and overcome common proposal objections
- Experience with sourcing opportunities, contact development, and business relationship management
- Detail oriented, adaptable, organized and demonstrated ability to successfully manage multiple projects and tasks
- Excellent computer skills including Microsoft Office, email marketing, and CRM tools

Preferred Experience

- Nonprofit grant writing experience a plus.
- Familiarity with African-American history and racial politics in the city of Austin.
- Positive attitude and collaborative spirit.

Working Conditions

- Small, friendly office environment.
- The individual has the option to work in the office or remotely.

Salary Range: Part-time (less than 20 hours per week).

Contractor is paid per project/ grant.

Deadline to Apply: February 28, 2019

Email: director@sixsquare.org

Submit thoughtful cover letter, resume and writing sample (1-2 pages)

No Phone Calls Please