



Job Description

Position Title: Grant Writer

Reports to: Director of Development

Location: Tenafly, NJ

Position Type: Full-time

Position Overview:

The Grant Writer is a full-time position that reports directly to the Director of Development. The Grant Writer will be responsible for researching, writing and coordinating the grant application process and management of proposals with a particular focus on fundraising for our renowned Thurnauer School of Music. Working in concert with the Director of Development and TSM Founding Director, the Grant Writer will work to support and expand the Music School's general operations, scholarship fund, and Music Discovery Partnership program with local school districts.

Key Responsibilities:

- Write high-quality grant proposal narratives, applications, and supporting documents
- Responsible for researching, collecting data, and writing of each grant
- Work with department managers to compile financials and data
- Manage the proposal submission process to ensure timely submission of all required materials
- Develop and maintain a proposal calendar,
- Coordinate and follow-up on the progress of submitted proposals
- Develop an annual grants strategy
- Conduct prospect research to identify, cultivate and solicit new grants
- Perform other duties as assigned.



Qualifications:

A minimum of 2 years of experience in research and grant writing; nonprofit experience a plus;

- Bachelor's Degree required
- Demonstrated ability to write successful grant proposals
- Knowledge of classical music and music education a plus
- Detail-oriented, organized, deadline-driven
- Clear, precise and compelling writing skills
- Able to effectively communicate
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment
- High proficiency in all areas of Microsoft Office to include Outlook, Word, Excel and PowerPoint

Qualified and interested parties please email your resume to: akenny@jccotp.org