

VOLUNTEER OPPORTUNITY



GRANT RESEARCHER/WRITER: GROWING MUSIC FESTIVAL, SALEM, MA
Volunteer opportunity, year-round, part-time role

Do you have grant writing experience and a burn for music? We'd love to hear from you. We're the Salem Jazz and Soul Festival, a group of fun, music-loving people on the North Shore. The Salem Jazz and Soul Festival is a 501(c)3 non-profit organization that produces free concerts for the public and raises money to support music education programs. We're looking for someone to help fund our summer music series in Salem, MA. This is an unpaid, volunteer position.

Grant Writer Job Description:

Under the direction of the Community Relations, Marketing and Finance Directors, research and complete proposals and grant applications.

Here's what you'll do...

- Identify and profile new local, state, federal and private grant funding prospects
- Develop a plan to address grant requirements and manage submission timelines
- Generate customized proposals and supporting documents in response to grant requirements
- When funding has been secured, generate timeline of activities and responsibilities necessary to be in compliance with grant requirements
- Serves as a liaison to all funding agencies or organizations
- Engages with program officers at organizations to solicit invitations to submit proposals

What we hope you bring to the festival...

- At least 3-5 years experience as a grant writer
- Excellent writing skills and a voice that captures and communicates the organization's mission in a compelling, effective way
- Top notch organizational skills; self-starter; the ability to create and implement systems and follow-up processes
- Ability to work effectively under pressure, use independent judgment and produce a quality work product within tight time constraints
- Resourceful and meticulous research practices to locate funding opportunities
- Demonstrated track record in securing new funding opportunities

To apply: Please send a cover letter and resume to Pam Kentley at pam@salemjazzsoul.com.
More information: <http://www.salemjazzsoul.org>