



**NEW MEXICO SCHOOL FOR THE ARTS- ART INSTITUTE**  
500 MONTEZUMA, SUITE 200 SANTA FE, NM 87501

**JOB DESCRIPTION**

Title: Grant Writer  
Reports to: Director of Advancement  
Supervises: None  
Status: Part Time, 24 Hours/Week  
Effective Date: July 1, 2019

**Organization Mission:**

*NMSA provides access to a rigorous mastery arts and academic high school education for youth with passion and aptitude in the arts, leading to post-secondary learning, careers in the arts, and lives that contribute to society.*

**Purpose of Grant Writer:**

The Grant Writer is responsible for researching funding opportunities for unrestricted operating revenue and restricted projects, writing and preparing proposals, submitting timely and accurate reports for all existing grant funded projects, maintaining foundation and government portfolio, and reaching goals set by leadership team.

**Primary Responsibilities:**

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals for foundation, government and corporate sources
- Perform prospect research on foundations and corporations to evaluate prospects for grants
- Responsible for achieving annual foundation goals
- Work with the Director of Advancement and Business Manager to gather information necessary to report to corporate/foundation funders on current grant programs
- Comply with all grant reporting as required by foundation/corporate donors
- Assist Director of Advancement with stewardship of current donors, including providing regular written updates to corporate and foundation donors, scheduling tours and meetings
- Understanding of NMSA history and programs
- Maintain current records in database and in paper files, including grant tracking and reporting
- Track relevant statistics and provide Director of Advancement with written materials necessary for donor stewardship
- Collaborate with NMSA's Art Institute and School leadership, as well as instructors and chairs when developing, and reporting, on grants in support of programs
- Assist with other fundraising projects as requested
- Staff writing as needed, examples include: quarterly board reports, enhancements to fundraising appeals and acknowledgement letters, and customized proposals

**Knowledge, Skills, and Abilities Required:**

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals
- Strong editing skills
- Attention to detail
- Ability to meet deadlines
- Knowledge of fundraising information sources
- Experience with proposal writing and institutional donors
- Knowledge of fundraising techniques and strategies



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- Knowledge and familiarity with research techniques for fundraising prospect research
- Minimum of five years of experience grant writing
- Believes in the mission of the organization
- Desires to strive for excellence in job
- Highly organized and detail oriented
- Strong verbal communication skills
- Ability to work with people of all backgrounds and ages
- Supports teamwork and collaboration
- Behaves ethically and with personal integrity
- Operates in a fiscally responsible manner
- Willingness to assist with whatever needs to get done for the success of the organization
- Demonstrates adaptability through a willingness to be flexible and versatile in a changing work environment while maintaining effectiveness and efficiency