

**BALTIMORE OFFICE OF PROMOTION & THE ARTS**  
**Development Officer- Grants**  
**Position Description**

The mission of the Baltimore Office of Promotion & The Arts (BOPA) is to make Baltimore a more vibrant and creative city by producing high quality special events, festivals and arts programming that stimulate communities economically, artistically and culturally. BOPA's commitment is to address the needs of the arts community through arts and cultural activities, advocacy and support for Baltimore City. BOPA develops and administers funds, grant programs and community workshops.

**Position Summary**

The Development Officer- Grants is a full-time, exempt position reporting to the Chief Development Officer. The Development Officer- Grants is a key member of BOPA's Development Department, which is tasked with raising approximately \$11 million in funds annually. Additionally, the Development Officer- Grants will oversee a part-time Grant Writer. This individual is responsible for conducting the full range of activities required to administer and manage the grant process, including prospect research, grant proposals, budgeting and reporting. The role of the Development Officer- Grants is to keep track of the grant requests, spending, receipt and in-process grants, and to help process the paperwork to ensure the money is being used according to the terms and conditions set by the grant funder, as well as the legal rules and regulations. This position will be based at BOPA's administrative office in downtown Baltimore, where they will participate in our fast paced environment which includes some weekend and evening hours for festivals, cultural, donor, community and other special events.

**Responsibilities**

- Develop, implement and evaluate funding plans with respect to plans and strategies of the organization, and determine the best plan for grants activity
- Conduct grant research, and identify potential grant sources which have proven track records and align with BOPA's mission and vision
- Communicate rules and regulations for grant requirements and the responsibilities associated
- Ensure that all applications of the grant process are supported by proper documentation, including financial, program/project, in order to make the grant applicable for funding
- Ensure that the grant applications are in accordance with the qualification criteria
- Disseminate timely information on funding opportunities to Grant Writer and Development team members, and coordinate the proposal planning process
- Manage the Grant Writer and work with them to write, edit, review all grant proposals for BOPA
- Work with project and program officers to obtain proper information for the funded programs
- Ensure proper financial documentation and reporting
- Maintain and verify payment records, review invoices and record receipts
- Prepare reports on the funded project status and submit them to the funder as requested
- Perform other duties as assigned

**Qualifications**

- Bachelor's degree, with Master's degree preferred, and familiarity with nonprofit organizations
- Minimum of 3-5 years of professional experience in grant administration or development preferred
- Strong written communication skills; ability to write clear, structured, articulate and persuasive proposals

- Strong editing skills
- Excellent knowledge of grant processes and practices
- Profound knowledge of financial and budgeting aspects of a nonprofit
- Familiarity with government grants at the city, state, and federal levels
- Familiarity with Baltimore-based foundation funders
- Effective time management skills with ability to multi-task, problem solve, establish priorities and meet deadlines
- Proficiency in Microsoft programs (Word, Excel, Outlook) and familiarity with donor management software experience is preferred, specifically Raiser's Edge
- Self-motivated, highly organized with attention to detail and accuracy
- Ability to thrive and work effectively as part of a development team in a fast-paced and growing organization
- Availability to work BOPA events on some weekends and holidays
- Confidentiality, discretion and ethical gathering of information presumed
- Ability to provide grant administration training to other staff, interns, etc

### **Compensation**

- Salary commensurate with experience
- BOPA offers a robust benefits package including medical, vision, dental, life, 403B retirement plan with employer match, paid leave, Summer Fridays and transportation subsidy

### **Application Process**

Please submit a cover letter, resume, salary requirements and 3 professional references as one pdf document to: [humanresources@promotionandarts.org](mailto:humanresources@promotionandarts.org). No phone calls please.

*The Baltimore Office of Promotion & The Arts, Inc. is an Equal Opportunity Employer. We strive to mirror the rich diversity of Baltimore City in our staffing and programming while emphasizing cultural equity. Cultural equity embodies the values, policies, and practices that ensure that all people-including but not limited to those who have been historically underrepresented based on race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status, geography, citizenship status, or religion-are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*