

BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC

Grants Specialist 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.

BOPA is committed to meeting the arts and culture needs of Baltimore's residents, businesses, artists, arts organizations, and arts education institutions. The City has a long and illustrious reputation as a hub for arts and culture and counts among its population internationally renowned artists as well as acclaimed arts and cultural institutions. BOPA also has as its purpose the goal of amplifying the work of emerging artists, supporting informal art practice and cultural events at the neighborhood level, thus ensuring that all Baltimoreans have exposure to high quality arts and culture experiences.

Position Summary

The Grants Specialist is a full-time exempt position reporting to the Development Officer. With oversight from the Development Officer, this individual is responsible for conducting the full range of activities required to maintain and increase charitable contributions from foundations, city and government agencies, and corporations, including preparing and submitting grant proposals, tracking grant activities, and reporting outcomes to funders. This also includes prospect research, data management and stewardship, along with the Development Officer and development team. The position will be based at BOPA's administrative office in downtown Baltimore, where she/he will have the opportunity to participate in our fast paced environment and spectrum of events.

Responsibilities

- Collaborate with Development and other departments to write and edit all grant materials such as Letters of Inquiry, grant proposals, reports, contract administration, and grant tracking
- Work with program staff (Festivals, Events, Cultural Affairs) to track statistics required for grant reporting and/or relevant to development department; provide colleagues with written materials as necessary for donor stewardship
- Work with the Department of Finance to gather information necessary to report to funders on current grant programs
- Maintain current records in database and in paper files, including grant tracking and reporting
- Comply with all grant reporting as required by foundation/corporate/city and government donors
- Conduct prospect research to evaluate prospects for government, corporate, and foundation grants
- With oversight from the Development Officer, provide stewardship to current donors, including providing regular written updates (press, newsletters, etc.) when needed.
- Assist with other fundraising projects as requested

Qualifications

- Bachelor's degree with 3-5 years of previous grant writing/development experience with nonprofit organizations. Prior work in arts and/or humanities field preferred.
- Strong written communication skills; ability to write clear, structured, articulate and persuasive proposals; strong editing skills (*Writing samples will be required of all final candidates.*)
- Knowledge of local and national philanthropic community
- 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
- Knowledge of basic fundraising techniques and strategies along with prospect research
- Self-motivated, highly organized with attention to detail and accuracy
- Ability to thrive and work effectively as part of a development team of seven in a fast-paced and growing program
- Availability to work BOPA events on some weekends and holidays
- Confidentiality, discretion and ethical gathering of information presumed

Compensation

- Salary commensurate with experience
- BOPA offers a robust benefits package that includes an excellent medical, vision, dental, life insurance, 403b retirement plan with employer match and monthly transportation subsidy or free parking pass.

Application Process

Email resume and cover letter with salary requirements to: HumanResources@promotionandarts.com
Job will be posted until filled. No phone calls accepted.

The Baltimore Office of Promotion & Arts is an Equal Opportunity Employer. Our mission is to mirror the rich diversity of the citizens of Baltimore that we serve. This means that we at BOPA exhibit the policies and practices of Diversity; that all people are accepted regardless of race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status and more. We strive to create a work environment that provides all employees equal access to information, development and opportunity.