



425 Lafayette Street
New York, NY 10003

Grant Writer

The Public Theater is seeking a Grant Writer who will report to the Director of Institutional Partnerships and is responsible for developing and writing grant proposals to foundations and other grant-making organizations and will persuasively communicate the Public's mission and programs to potential funders. The Public's partnerships include foundations such as Andrew W. Mellon Foundation, Ford Foundation, and Shubert Foundation; corporate partners such as Bank of America, Jet Blue, and Time Warner; and government partners such as NYSCA, DCLA, and NEA.

The Grant Writer will assemble and assist with the submission of grant requests, establish and maintain personal contact and relationships with foundation contacts, conduct prospect research, and maintain a calendar of submissions and other deadlines.

Responsibilities:

- Work closely with the Director of Institutional Partnerships to develop the Public's institutional giving strategy
- Act as the primary writer/creator for the institutional giving portfolio, preparing applications, letters of inquiry, grant reports and other documentation as required; communicate grant-related project execution and collaborate with program colleagues on project fulfillment and completion
- Conduct prospect research
- Proactively track and collect grant reporting statistics, budgets, and supporting materials throughout the year
- Help maintain central files on all institutional funders; maintain standard organizational materials such as Board lists, organizational descriptions, audited financials, staff biographies, etc
- Liaise with Finance and the Institutional Partnerships team to create appropriate project budgets for grant proposals

Requirements:

The ideal candidate must be able to craft funding proposals in a clear and compelling manner. Excellent writing, analytical, and research skills are essential. Candidates must be self-motivated, detail oriented, and highly-organized, and have experience using online databases and other sources to locate biographical, financial, and philanthropic information. A high level of computer literacy required, including familiarity with Tessitura and Foundation Center databases.

Candidates must possess an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct form. A solid understanding of budgets as they relate to proposals and grants, a Bachelor's degree, and 3-5 years of relevant experience are required.

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is a Non-Exempt position, according to the Fair Labor Standards Act. Position is available immediately.

Please send cover letter and resume to: jobs@publictheater.org