

# CAREER OPPORTUNITY



## GRANT WRITER

The Calgary Philharmonic Orchestra (CPO) is a cornerstone of Calgary's multi-faceted arts community and since 1955, has grown to be one of North America's finest and most versatile live music ensembles. A repertoire that is extensive and broad in scope consistently attracts acclaimed guest artists and conductors. The Calgary Philharmonic offers an average of 80 concerts per Season designed to fit all musical tastes.

### THE ROLE

The entry level Grant Writer is responsible for developing and writing winning grant proposals designed to secure funding from public institutions, private foundations and corporations, and making entities to support and implement all aspects of the Calgary Philharmonic Society's programs and initiatives. The Grant Writer will possess exemplar writing and communication skills and will persuasively convey the Society's mission and programs to potential funders. The Grant Writer will also work to articulate the value of the arts, and specifically orchestras in the community. Reporting to the Director of Development, this person will develop strategies, craft narratives, assemble and submit grant requests (including budgets), conduct prospect research, and maintain a calendar of submissions and reporting deadlines as well as creating and overseeing the necessary tracking systems and procedures.

The successful candidate will be able to craft funding proposals in a clear and compelling manner. Excellent writing, analytical, and research skills are essential. Candidates must be detail-oriented and highly-organized. Seeking a self-starter able to meet deadlines, work collaboratively and manage several projects at once, including ability to handle confidential information with complete discretion.

While strong writing and communication skills are key for this role, specific background can vary and training in grant development will be provided.

### RESPONSIBILITIES

- Conduct the full range of activities required to conceptualize, write, submit, and manage grant proposals;
- Maintain calendar to ensure timely submission of letters of inquiry, proposals, and reports;
- Liaise with each department to collect relevant financial and program information, attendance and audience detail, publicity and marketing to create budgets and compelling collateral;
- Comply with all grant reporting requirements;
- Provide stewardship to current supporters by providing regular updates and giving key stakeholders opportunities to engage with leadership;
- Research prospects for new support;
- Maintain giving records in database and digital files, including grant tracking and reporting;
- Assist with other fundraising initiatives as requested.

## DESIRED QUALIFICATIONS

- Recently completed Bachelor's degree in English or similar required;
- Demonstrated critical writing ability;
- Ability to gather and synthesize information and communicate in a compelling and succinct form;
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite (PowerPoint, Excel, and Word). Familiarity with Raiser's Edge is a plus;
- Dedication to quality control and ownership of job responsibilities;
- Professional music experience and/or a sincere interest in arts and culture;
- Ability to work well under pressure;
- Demonstrated ability to work both independently and in a team;
- Some understanding of the development process and nature of foundation philanthropy is an asset;
- An understanding of budgets as they relate to proposal and grant procurement is an asset;
- Familiarity with arts and culture funders is an asset

## ADDITIONAL DETAILS

- Candidates may be asked to work beyond office hours including attendance at evening/weekend concerts and events throughout the season
- Office location: Arts Commons, Floor 2, 205 8 Avenue SE Calgary AB T2G 0K9

## APPLICATION PROCESS

Deadline: May 31, 2018

Applications will be reviewed on a regular basis and suitable candidates may be contacted before the deadline.

Please send **cover letter, resume, salary expectations and a writing sample (non-personal subject matter i.e. essay, book review or similar)** to:

Agatha Starczyk  
HR Consultant  
astarczyk@praeceptumconsulting.com

We thank you for your interest in the Calgary Philharmonic Orchestra. Please note only successful candidates will be contacted.