

dallas **contemporary**

Job Title: Grant Writer – Contract Position

About Us:

Dallas Contemporary is an arts space that has the privilege of presenting the vanguard of contemporary artistic practice and artistic production through exhibitions, performances, and public programs, which are all equally part of our curatorial mission. We believe that discourse, activity, and the display of art objects work together to advance our understanding of the art of this moment.

As a non-collecting art space—a kunsthalle—DC is able to nimbly navigate the dynamic and uneven places that contemporary art, in all its many forms, might take us, pushing boundaries and challenging viewers to grow their definitions of art while also offering space for beauty and reflection. By virtue of this flexible, generous nature, Dallas Contemporary is at the locus of innovation and interdisciplinary collaboration in the arts, in Dallas and well beyond.

Position Overview:

The Grant Writer will play a crucial role in securing funding for Dallas Contemporary through the development and submission of grant proposals. Working closely with program managers and executive and artistic leadership, the Grant Writer will identify funding opportunities, research potential donors, and craft compelling proposals that align with our organization's goals and objectives. The Grant Writer will also be responsible for tracking and managing the reporting process for grants that are received.

Responsibilities:

- Research and identify potential grant opportunities from government agencies, foundations, and corporations that align with Dallas Contemporary's mission and programs.
- Develop and maintain a comprehensive understanding of the organization's programs, services, and financial needs to effectively communicate them in grant proposals.
- Collaborate with Senior Manager of Development Operations and finance staff to gather relevant information and data needed for grant proposals.
- Write, edit, and submit high-quality grant proposals, ensuring compliance with all application and reporting requirements and deadlines.
- Maintain accurate and up-to-date records of grant submissions, responses, and reporting requirements.
- Cultivate and maintain positive relationships with grant-making organizations, representing the organization in a professional manner.
- Stay informed about industry trends, best practices, and changes in the funding landscape related to contemporary visual arts.

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Qualifications:

- Bachelor's degree in a relevant field (e.g., English, Communications, Nonprofit Management).
- Proven experience in grant writing and successful grant procurement, particularly in the arts and culture nonprofit sector.
- Excellent written and verbal communication skills, with the ability to articulate complex ideas in a clear and compelling manner.
- Strong research skills, with the ability to identify and pursue diverse funding opportunities.
- Detail-oriented with the ability to manage multiple priorities and deadlines.
- Proficiency in using grant databases, online resources, and other tools for prospect research.
- Familiarity with budgeting and financial reporting related to grant applications..

Apply

Interested and qualified candidates should submit a resume, cover letter, proposed details of engagement, and a writing sample showcasing a successful grant proposal.

Email to: jobs@dallascontemporary.org Subject line: Grant Writer – Contract Position

No calls please. Dallas Contemporary is an equal-opportunity employer.