Request for Quotes for Grant Writer

Alberta University of the Arts (formerly Alberta College of Art and Design) is the only art, craft and design university in Alberta and the prairies, and one of only four in Canada. Approaching our centennial anniversary, there are many opportunities for us in the community.

Working in collaboration with the AUArts team, and reporting to the Vice President Advancement, we are looking for a Grant Writer to help us proactively identify, qualify, and develop grant proposals and submissions that advance the mission of AUArts and the fund development goals of the institution. We are looking for someone for six-months, working in a part-time capacity of 2.5 days per week.

Duties and responsibilities:

* Working in close collaboration with the Vice President, Advancement, lead the development and implementation of a grant seeking strategy, including government, foundation and corporate grant opportunities, in support of institutional priorities.
* Identify and research funding opportunities appropriate to AUArts.
* Work collaboratively with internal and external stakeholders to gather background information and develop draft grant proposals and applications for review and approval for submission.
* Capture appropriate information related to granting prospects and donors so it can be entered, maintained and tracked in the Raiser’s Edge database.

Qualifications and education requirements:

* Undergraduate degree in an arts-related field or a suitably equivalent combination of education and experience working in the visual art field.
* Minimum five (5) years’ progressive experience researching and developing winning grant submissions.
* Raiser’s Edge experience.

Skills and competencies:

* Excellent oral and written communication skills.
* Demonstrated track record in researching and developing successful grant submissions.
* Exceptional organization and project management skills with a high level of attention to detail.
* Superb relationship building and interpersonal skills.
* Strong corporate and not-for-profit community network.
* Ability to deftly manage and deliver on competing priorities.
* Strong budget and risk management skills.
* Ability to think and act strategically.
* Ability to work independently and as a member of a collaborative team.
* Proficiency in database management systems.

Due to public health orders, the position initially works remotely.

Before July 27, 2020, please send us a quote for a six-month engagement of 2.5 days per week with your resume and credentials to:

**Jamie Leong-Huxley MBA, FCPRS, APR, CAAP**

Vice President, Advancement

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