

# Grant Writer



2-5 hours / monthly

October 1, 2021 - September 30, 2022

## **BACKGROUND**

ChatterBox Theatre Society has been dedicated to delivering a meaningful theatrical experience to young audiences through interaction and humour. We aim to teach children positive values and offer them support in all stages of their development. In addition, we strive to build a stronger community by encouraging public engagement and dialogue, while nurturing and promoting our local artists.

## **WHAT DO WE DO?**

ChatterBox Theatre provides positive and interactive theatrical experiences for children in the community. Our purpose is not only to create unique and enjoyable productions, but also teach children concepts of feelings and how they influence the world around them.

Apart from the education and entertainment of our unique plays, we also offer support for the local artistic community by creating development opportunities for young performers. We also help connect the public with emerging artists, offering space for exhibitions and periodic events.

## **WHY SHOULD YOU VOLUNTEER FOR THIS OPPORTUNITY?**

ChatterBox Theatre Society is a “grass roots” non-profit organization about to embark on a period of significant growth. We need your passion and expertise in shaping that for the future! Our volunteers are very committed and passionate, and help ensure successful outcomes of programs. Upon successful completion of the volunteer role or project, you can use us as a reference for your future roles. Volunteer hours may be used for maintaining your professional designation and/or program studies.

## **PURPOSE OF THE POSITION**

The Grant Writer will identify new financial sources from private, foundation, and corporate donors, as well as government grants. This position will be responsible for writing grant applications to maximize funding for the organization, track the outcomes of submitted requests, and solicit funding.

## **DUTIES AND RESPONSIBILITIES**

- Understand the annual fundraising strategy to pursue funding from both prospective and established donors, sponsors, and agencies that are aligned with the organization’s mission.
- Research, identify and track open and future grant-fundraising opportunities, and ensure grant submissions and requirements are completed by the established due date.
- Partner with the fundraising team and committee to brainstorm, develop and implement creative strategies to attract sponsorship, using traditional and non-traditional methods.
- Compose high-quality grant proposals, fundraising applications and supporting documentation, and ensure they are in accordance with the donor’s expectations and/or qualification criteria.
- Edit grant proposals and applications for accuracy, completeness, clarity and compliance.
- Manage the grant application process by tracking grant applications and awards in the grant application database system.
- Respond to inquiries, as needed, to manage the grant application process.
- Write and present grant proposals for major donors to the Fundraising Manager for final review.
- Develop grant application templates in preparation of basic grant proposals.

## **SKILLS AND KNOWLEDGE**

- Strong networking and communication skills to establish private and professional networks that recognize the advantages to investing in the organization and its mission.
- Strong attention to detail while using technical writing, proof-reading, and editing skills.
- Ability and confidence in writing a compelling story about the organization that others believe in.
- Self-starter, who is motivated by achieving fundraising goals for the organization.
- Strong work ethic and passionate commitment to advancing the mission of the organization.
- Ability to work independently while collaborating with other team members to achieve desired outcomes that support the mission of the organization.
- Friendly, professional demeanor and considered approachable by others they interact with.
- Strong organizational and process-driven skills, with an excellent follow-through on actions.
- Deadline-driven team player with excellent multi-tasking abilities to meet grant deadlines.
- Strong researching skills to identify grant opportunities to pursue on behalf of the organization.

## **QUALIFICATIONS**

- Demonstrated work or volunteer experience in securing funding from private, foundation, and/or corporate donors.
- Demonstrated work or volunteer experience in composing compelling grants to foundations, the government, or a trust that were successfully supported.
- Strong understanding of how to research, write, and manage grants for non-profit organizations and charities within Canada, especially those pertaining to youth and education in the fine arts.
- Familiarity with government and academic funding opportunities considered an asset.
- Experience working with non-profit organizations and/or experience in a similar role.
- Bringing a well-connected network of grant-giving organizations or grant-giving resources considered an asset.
- Passionate interest in theatre and education of the fine arts in the Calgary community.
- Legally entitled to volunteer in Canada, with the ability to meet any volunteer screening requirements (e.g. criminal check, including a vulnerable sector verification).

## **ADDITIONAL DETAILS & SKILLS REQUIRED**

We encourage interested and qualified candidates to apply to this volunteer position as a Grant Writer. Please send a brief email explaining why this is an opportunity you are passionate about, as well as your resume and brief biography to [contact@chatterboxtheatresociety.com](mailto:contact@chatterboxtheatresociety.com). To learn more about ChatterBox Theatre Society, or to donate to our cause, please visit our website at [www.chatterboxtheatresociety.com](http://www.chatterboxtheatresociety.com).