

## Job Description Part-Time Grant Writer



### Organization Summary

For 26 years, The Unusual Suspects Theatre Company has utilized theatre-arts education to mitigate the underlying family and community risk factors that threaten the healthy development of Los Angeles' most underserved youth and families. The Unusual Suspects' **mission** is to mentor, educate, and enrich underserved youth through the creation of collaborative, original theatre. Our **vision** is a world where all youth are given the opportunities and support they need to succeed.

### Job Summary

The Unusual Suspects (**US**) has a well-established grants pipeline, a full calendar of submissions, and many long-term relationships with institutional funders. The **Grant Writer** is responsible for writing and editing grants and grant support materials within the grants pipeline in order to keep **US** submissions on track. Reporting to the Director of Development and working closely with the Grants Manager to execute all grants, the ideal candidate will produce written requests and reports to generate funds from private/public institutions to support and sustain **US** programs and services. The Grant Writer will have excellent attention to detail, an unmistakable work ethic, and will be an integral part of the development department.

### Duties and Responsibilities:

- Become deeply familiar with **US** operating history and established grants language
- Generate LOIs and proposals for current and prospective funders as per deadlines
- Package grant applications and generate attachments for applications
- Generate reports for successfully-funded grants
- Financial Reporting - Work with Grants Manager and Operations Manager to ensure that financial documents submitted to institutions are accurate and reflective of grant budgets
- Work closely with Grants Manager to regularly update grant language to ensure that new program initiatives are accurately reflected in narratives
- Communicate as necessary with grant and fund officers at funding institutions under the direction of the Director of Development and Grants Manager
- As time allows, identify new grant opportunities that may be a fit for **US**
- Perform other tasks as assigned.

### Desirable Skills & Qualifications:

- Must have a Bachelor degree (BA, BS, etc.) in related field
- Exceptionally strong writing and editing skills, with experience in grant writing preferred
- At least 2 years experience in related field
- Proficient computer skills, especially using Microsoft and Google Suite of applications
- Ability to analyze financial statements
- Ability to prepare budgets and expense reports that are intuitive and easy to understand
- Ability to work independently, be flexible, and manage multiple priorities and deadlines
- Work well in a team-oriented environment, with minimal supervision while maintaining harmonious relationships
- Desire to learn about development and the inner-workings of a nonprofit organization
- Detail-oriented with excellent communication, organizational, and interpersonal skills
- Work well with people in various communities, institutional and governmental organizations
- Cultural competency to work with individuals from diverse backgrounds
- Must have reliable transportation and be able to drive a car and have appropriate auto insurance coverage, and a valid California Driver's license

**Personal Qualifications:**

The candidate has a commitment to developing leaders and coalition building. Strong commitment to social change through community empowerment and the arts. Personal values align with the vision and values of The Unusual Suspects organization.

**Physical Requirements & Work Environment:**

Must be able to drive a motor vehicle. Must be able to lift 30 pounds. Must be flexible working in a fast-paced, non-profit environment. Experience or interest in theatre and youth arts education is a plus. This position works primarily in the US administrative office but must be willing to use personal equipment such as cell phone and laptop/tablet if working remotely.

**Salary & Schedule**

- \$15-\$17/hour. Commensurate with experience. Non-exempt position.
- Position is expected to work 15-20 hours weekly. Can be flexible schedule.

**Apply Today!**

Send resume, cover letter and 2 writing samples to [jobs@theunusualsuspects.org](mailto:jobs@theunusualsuspects.org). Include in the subject line of your email the title of the position in which you are applying. No calls please.

**Additional Information**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Unusual Suspects provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.