



Job Description

Part-Time Grant Writer (contract)

Organization Summary

The Unusual Suspects Theatre Company (**US**) utilizes theatre-arts education to mitigate the underlying family and community risk factors that threaten the healthy development of youth and families in Los Angeles' most disinvested neighborhoods. The Unusual Suspects' mission is to mentor, educate, and enrich youth in under-resourced communities 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.

Founded in the wake of the 1992 LA Uprising, **US** has grown from a small, volunteer-led youth intervention program into a recognized leader in arts education, youth development, mentorship, and community building. With the launch of a new *Alumni Program Theatre Residency*, we now serve 1,600+ participants annually via 7 program models that use theatre-arts education & mentorship to mitigate the underlying environmental risk factors that threaten healthy youth development. Each modeled after our core *Youth Theatre Residency Program* and reimagined for virtual delivery during our health crisis, **US** programs collectively provide holistic prevention & intervention benefits and open educational/career pathways for LA's most underserved youth. For more information, visit: <https://theunusualsuspects.org/>

The Unusual Suspects is committed to diversity, equity, and inclusion and strongly encourages people of color, women, LGBTQ+ individuals, and those with protected class backgrounds to apply. We value the individuals that we hire and look forward to creating a positive, diverse work environment for all identities.

Job Summary

The Unusual Suspects (**US**) is currently seeking an experienced, part-time grant writer to work as a consultant supporting the growth of our mission and work. The **US** has a well-established grants pipeline, a full calendar of submissions, and many long-term relationships with institutional funders. The Professional Grant Writer is a consultant contract responsible for advancing **US** funding partnerships by developing, writing, editing and reviewing grant proposals, budgets, and support materials within the grants pipeline. Reporting to the Director of Development and Communications and working as a team 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, a keen eye for research and prospecting, and will be an integral part of the Development Team.

Duties and Responsibilities:

- Advance **US** funding partnerships
- Develop, write, review, and submit funding/grant proposals (including related program budgets), including LOIs and applications for current and prospective funders as per deadlines
- Support Development Team in developing and maintaining annual development calendar with grant deadlines and maintaining funder pipeline tracking
- Once grants are awarded, assist **US** in overall grant management, including award tracking, budget analysis and reporting

- Assist in development of strategic, long-term fundraising goals
- Become deeply familiar with **US** operating history and established grants language
- Package grant applications and generate attachments for applications
- Generate reports for successfully-funded grants
- Financial Reporting - Work with Operations Manager to ensure that financial documents submitted to institutions are accurate and reflective of grant budgets
- Work closely with Development Team to regularly update grant language to ensure that new program initiatives are accurately reflected in narratives
- Conduct additional institutional prospect research to identify, qualify and prioritize grant opportunities
- Work with Development Team to message survey data, statistics, demographic data and/or participant testimonials for use in grant proposals, reports and other donor material

Desirable Skills & Qualifications:

- Must have a Bachelor degree (BA, BS, etc.) in related field and at least 5 years of experience in grant writing, with a demonstrated, proven track record of securing new funding opportunities
- Comprehensive knowledge of research, and the ability to distinguish and identify relevant opportunities relevant
- Excellent written, verbal skills and interpersonal skills
- Highly organized with the ability to work independently with minimum supervision, exhibit independent judgment, implement systems and follow-up processes
- Proficiency in research, interpreting, and analyzing diverse data
- Excellent computer skills to include Microsoft Office, Google Suite, and database management skills
- Motivated self-starter with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced deadline-driven environment
- Ability to proofread narrative proposal documentation along with outstanding writing skills including logic, structure, clarity, syntax, and use of persuasion
- Strong project management skills with the ability to manage multiple tasks while meeting deadlines.
- Exhibits professionalism and the demeanor to represent **US** with internal and external constituents.
- Ability to maintain confidentiality and exercise discretion when handling sensitive materials is required
- Familiarity with funders that support youth development, social justice, and/or arts education a plus.
- Ability to prepare budgets and expense reports that are intuitive and easy to understand
- Cultural competency to work with individuals from diverse backgrounds

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.

- Expected start date: 09/01/2021
- Job Types: Part-time, Contract
- This position can be a hybrid of in-office and remote.

Apply Today!

Send resume, cover letter and 2 writing samples to jobs@theunusalsuspects.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.