



## Grant Writer (part-time) – Job Description

### Organization Summary

The Unusual Suspects Theatre Company's (**USTC**) mission is to mentor, educate, and enrich youth in under-resourced communities through the creation of collaborative original theatre. Our mission powers our vision of a world where all youth are given the opportunities and support they need to succeed.

The Unusual Suspects meets talent with opportunity. Founded in the wake of the 1992 Los Angeles uprising, **USTC** has grown from a small, volunteer-led youth intervention program into an award-winning leader in arts education, youth development, mentorship, and community building. Our participants collaboratively create and perform original stories on stage. Committed to ensuring that all young people have access to the benefits of arts education, we bring our free theatre programs to public schools, juvenile detention facilities, and community-based sites throughout Los Angeles County, providing personalized mentorship and safe spaces for self-expression and community celebration.

### Job Summary

The Unusual Suspects' Advancement Department seeks a Part-Time (30 hours/week) professional **Grant Writer** to join our Institutional Giving team. Under the direction of the Senior Manager of Institutional Giving, the Grant Writer will be responsible for gathering and organizing information for use in proposals and reports, preparing and submitting materials related to grant funding opportunities, and assisting with records management. The Grant Writer is an integral part of the Advancement Department's Grants Team.

The Unusual Suspects has a well-established grants pipeline, a full calendar of submissions, and many long-term relationships with institutional funders. The Grant Writer is a part-time position responsible for aiding the Advancement Department with Institutional Giving support and development duties in order to keep **USTC** submissions and fundraising on track with growing annual budget needs. Reporting to the Senior Manager of Institutional Giving and working closely with the Advancement Department, the Grant Writer will compose grant proposals and reports, conduct prospect research, assist with data management and analysis, participate in team project planning and strategy meetings, and perform ongoing administrative duties to help generate funds from private/public institutions and individuals that support and sustain **USTC** programs and services. The ideal candidate will have excellent attention to detail, excellent writing skills, and an unmistakable work ethic.

## **Duties and Responsibilities:**

- Become deeply familiar with the organization's history, current programs and initiatives, and established grants language.
- Develop, write, package, and occasionally submit grant funding LOIs, applications, proposals, and reports.
- Create and/or gather relevant grant collateral, assets, and attachments, including photos, videos, success stories, testimonials, budgets, and financial statements.
- Conduct prospect research to identify, review, and prioritize grant opportunities.
- Work with Advancement and Programs Teams to analyze survey data, statistics, demographic data and/or participant testimonials for use in grant proposals and reports.
- Assist in the development of strategic fundraising goals.
- Participate in regularly scheduled meetings.
- Draft acknowledgement letters and other relevant correspondence for funding partners.
- Solicit letters of recommendation and/or testimonials from program partners, participants' families, alumni, and other stakeholders.
- Maintain grant-related records (including funder profiles, grant deadlines, funder acknowledgment, and outreach campaigns) using our fundraising database (Little Green Light) and other internal tracking systems.
- Regularly review public-facing materials for accurate funder recognition.
- Assist in the maintenance of the annual grants calendar, along with project management software to track key deadlines, deliverables, and meetings, as necessary.
- Support Senior Manager of Institutional Giving as necessary to update grant-related findings to ensure that community/participant statistics and studies are current and new **USTC** program data and initiatives are accurately reflected in narratives.
- Collaborate with the Programs Department regarding data assessment and management.
- Attend occasional program workshops, performances, and organization events.
- Conduct occasional informal interviews with participants, families, audiences, teachers, and site partners.
- Perform additional tasks and administrative duties to support the Advancement Department, as assigned.

## **Skills & Qualifications:**

- At least 3 years of professional grant writing experience for nonprofit organizations and a demonstrated, proven track record of securing new funding opportunities.
- High attention to detail.
- Excellent writing, organizational, communication, and interpersonal skills.
- Proficient computer skills, especially with Microsoft Office and Google Suite. Canva a plus.
- Comprehensive knowledge of funder/development research, and the ability to identify and relevant opportunities. Familiarity with funders that support youth development, arts education, and/or STEAM a plus.
- Ability to organize and synthesize large amounts of information.

- Cultural competency to work effectively with individuals from diverse backgrounds, as well as with a variety of institutional and governmental organizations.
- Ability to work productively within a team, cross-departmentally, and independently.
- Experience with arts education a plus.
- Some graphic design experience and digital video editing skills a plus.
- Commitment to social change through arts-focused community empowerment.

### **Work Environment & Physical Requirements:**

- The Unusual Suspects Theatre Company (**USTC**) has a people-over-product culture that trusts employees to perform at high levels and attend to their personal responsibilities.
- This position is based in the **USTC** administrative office on Tuesdays, Wednesdays, and Thursdays, with the option to work remotely on Mondays and Fridays.
- **USTC** uses consensus as its default decision-making process; all team members are expected to participate in a meaningful, critical, and collaborative way.
- The position is expected to work 30 hours per week and complete assigned projects on time and to high standards of quality. Candidates should be open to working a flexible schedule, including rare weekend or evening events.

### **Applicants for Employment:**

- All applicants offered employment with The Unusual Suspects Theatre Company will be subject to a Live Scan background check and undergo mandatory training.

### **Salary, Benefits & Schedule:**

- Part-Time, non-exempt position (30 hours/week)
- Hourly Rate: \$31.25
- Paid Time Off (PTO):
  - o 11 national holidays of PTO.
  - o 10 days of collective PTO, 5 days in summer & 5 days in winter (Dates TBD)
  - o Accrued sick PTO as designated by the State of California
- Flexible schedule

### **How to Apply**

Job applications for this position should include the following materials:

- Resume
- Cover letter
- Writing sample
- Informal video (3-5 minutes) describing your process for approaching a new grant opportunity.

Email your application materials to [jobs@theunusualsuspects.org](mailto:jobs@theunusualsuspects.org). Please include in the subject line of your email the position title and your name (e.g., "Grant Writer – Penny Farthing"). 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 regardless of 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.