



## **Manager for Grants & Special Projects (Part-Time)**

The Baltimore School for the Arts Foundation works closely with the greater Baltimore community to fund the artistic, academic and community initiatives of the BSA high school and TWIGS. We generate 35% of the annual institutional revenue needed to secure the programs that make our school one of the top arts schools nationwide.

As the Manager for Grants & Special Projects, you will join an enthusiastic, collaborative team of professionals committed to the mission and vision of the BSA. Our Chief Advancement Officer, a BSA graduate, leads the Foundation team in promoting the work of our artist scholars and supporting the creative leadership who nurture their development.

The BSA is a focused and supportive work environment. We are committed to diversity and equity in all aspects of our work. Our intention is to recruit and support an inclusive staff who will enable BSA to continue to evolve to better serve a diverse city.

### **Manager for Grants & Special Projects**

Reporting to the Chief Advancement Officer, the Manager for Grants & Special Projects will effectively manage and execute all grants (Foundation and Corporate) and support special project initiatives throughout the year.

Primary responsibilities fall into these categories:

- Provide grants management for the BSA Foundation including LOIs, proposals & reports
- Identify potential new funding sources, development of funding resources for existing and proposed programs and/or services
- Grant writing & reporting including maintaining calendars, developing budgets, and collaborating on applications.
- Collaborating with TWIGS administrators to effectively report program data
- Cultivation, solicitation, or stewardship of individual donors to the TWIGS program
- Administration of special projects (not to exceed 8 per fiscal year) to include special fundraising initiatives
- Copy edit publications, reports, letters, and cultivation emails upon request
- Create grants financial policies and reporting templates
- Monthly grant expense reconciliation
- Other duties as assigned

## **Event support**

- Assist with fundraising events; day of logistical support, etc.

## **Experience**

- BS degree or related experience
- A minimum of 2 years in a comparable position or equivalent experience

## **Qualifications**

- Passion for the mission & vision of the Baltimore School for the Arts
- Two years of prior administrative experience in a Development Office
- Organized and detail oriented
- Excellent verbal and written communications skills, including an eye for detail when proofreading
- Able to meet deadlines while handling multiple priorities
- Proven success in grant writing and/or fundraising proposals is preferred
- Prior experience with Raiser's Edge or other fundraising databases
- Adept at relationships with people of a wide variety of identities and cultures
- Problem solver
- Good sense of humor and fun

**Job Type:** Part-Time (25 hours per week)

## **Benefits:**

Generous Vacation Package

## **To apply:**

Submit a cover letter, resume and recent writing sample (LOI, or grant abstract) to Brigid Zuknick, [bzuknick@bsfa.org](mailto:bzuknick@bsfa.org).