



## **Grants Coordinator**

Non Exempt/Part time

20-25 hours per week

Required: cover letter, resume/CV

### **Job description**

The Grants Coordinator assists with the operation of all aspects of VSC's fundraising with foundations and government entities. The Coordinator drafts grant proposals, researches and identifies new grant makers, maintains the grants activity calendar, and ensures compliance with foundation guidelines. The Grants Coordinator reports to the Development Director and the President, and works with VSC's overall development leaders on the board and program staff.

VSC is the largest international artist residency center in the U.S., hosting over 725 artists and writers per year. VSC is open year-round. Benefits include 11 paid holidays, 10 days vacation, 6 sick days, and 1 personal day. This is an hourly staff position; salary based on experience.

### **Major Duties:**

- Track deadlines for grants and proposals and reporting for VSC programs.
- Initiate and write foundation proposals.
- Work with the Development Office to develop plans to strengthen VSC grant support.
- Assist in the identification and research of prospective foundations anywhere.
- Utilize assistance of development staff artist as appropriate
- Participate (with Development Director) in the cultivation of potential foundation partners.
- Draft correspondence for signature by Development Director and President.
- Contribute to the development annual plan, including goals and timing for foundation funding.
- Track foundation-related contacts in VSC's donor database.
- Assist Development Director in coordinating stewardship and reports on grant-funded programs.
- Contribute to fellowship awards publicity in accordance with foundation guidelines.
- Prepare financial reports on grant programs in coordination with VSC's accounting office
- Communicate on occasion with VSC Trustees to make introductions to program officers and/or trustees and to report on grants/foundation activity
- Participate in weekly Development Team meetings and report on grant activity

**Major Skills:**

- Experience in non-profit grant writing, including proposals, LOIs, stewardship, reporting
- Facility with Mac computers, Google apps (Gmail, calendar, Drive), cloud-based CRM (VSC uses Salesforce), Adobe Creative Suite, Microsoft Office, and ability to learn other digital systems/programs as needed
- Ability to receive, respond to, and organize/archive a large volume of email communications in a timely & regular basis
- Ability to maintain and organize up-to-date, accurate records and materials containing both publicly available and sensitive information
- Ability to maintain egalitarian working atmosphere among VSC residents, be available for questions, and foster high morale among residents
- Creativity in problem-solving with staff, or taking on new projects

**Eagerness to participate in VSC's diverse community and think creatively and hospitably on behalf of VSC and the artists and writers it supports is an essential part of the position.**

Please submit a resume/CV and cover letter (doc or pdf) outlining your experience to:  
Gary Clark, President, at [presidentoffice@vermontstudiocenter.org](mailto:presidentoffice@vermontstudiocenter.org)

Application review begins January 31, 2017; open until filled