



*A contemporary artist residency, dance and performance center,  
for Martha's Vineyard and beyond*

Post Office Box 405, Chilmark, MA 02535-0405  
508.645.9662 | [info@dancetheyard.org](mailto:info@dancetheyard.org) | [dancetheyard.org](http://dancetheyard.org)

The Yard is seeking a part-time Grant Writer & Researcher to join our team.

## **Job Description**

### **Organization Summary –**

The Yard is a nonprofit creation and performance platform for local, national, and international artists, with a focus on contemporary dance. Founded in 1973 by the late choreographer Patricia Nanon, The Yard provides paid space, time, and resources for performing artists to create, perform, and engage with our community.

We share these artists' work publicly through presentations, workshops, and wide-ranging educational experiences for all ages. In recent years, we developed the Making It curriculum, which consists of ten units designed to connect creative dance and movement to curricular themes in school. Through these programs and more, we provide year-round opportunities for our community to experience the arts.

Located on the island of Martha's Vineyard, The Yard's 2.6 acre campus is in the "up-island" rural town of Chilmark. Our 100-seat black box theater and open-air studio are operable in the summer months. Three residences also sit on the property and serve as artist and staff housing. In the cold-weather months, we offer programs in various offsite locations, ranging from performances at the 700-seat Martha's Vineyard Performing Arts Center to libraries and community centers across the island.

### **Grants Summary –**

The Yard's annual operating budget is \$1.1M. Over 30% of The Yard's annual income comes from a combination of local, regional, and national support from institutions. On Martha's Vineyard, private foundations and local government agencies provide project-based support. We annually seek grants from sources such as the National Performance Network, New England Foundation for the Arts, Massachusetts Cultural Council, and National Endowment for the Arts.

The Yard is part of the Barr Foundation's ArtsAmplified initiative, which is supporting 15 Massachusetts-based arts organizations over a six year period. As a Doris Duke Charitable Foundation Leadership Grants for Arts Organizations recipient, The Yard is part of a cohort of organizations who have, in the Foundation's words, "demonstrated excellence in and sustained commitment to the fields of dance, jazz and theater."

The Yard seeks grant support for general operations, specific programs, and broader strategic efforts, depending on the funder's priorities and the organization's need.



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## **Job Summary –**

The Grant Writer & Researcher will help The Yard meet its institutional contributed income goals. Reporting to the Development Manager, they will coordinate grant applications, reports, research, and communications with granting entities.

## **Duties and Responsibilities -**

- Write grant proposals, applications, and reports for new and existing grant opportunities
- Identify new grant opportunities through research of foundation, corporate, and government sources
- Work with Development Manager and Executive Director to develop grant budgets and financial reports
- Manage a calendar of grant opportunities and reports, assisting the Development Manager in tracking due dates, award timelines, and communications with funders
- Support organization-wide efforts to promote equity, diversity, inclusion, and accessibility

## **Skills and Qualifications**

- Past experience in grant writing, preferably three or more years
- Strong writing and editing skills
- Proficient computer skills, especially Microsoft and Google Suite applications
- Excellent communication skills
- Desire to work with a small team of passionate individuals
- Ability to analyze financial statements and create clear budget reports
- Ability to collate information from multiple sources into impactful reports and applications
- Proficient at working independently, managing multiple priorities, and meeting deadlines
- Cultural competency to work with individuals from diverse backgrounds and life experiences

## **Compensation and Schedule –**

- \$25-30 per hour, commensurate with experience, with the option to discuss a monthly fee structure; open to W2 and 1099 candidates
- Position is expected to work approximately 15 hours per week. Flexibility exists within the weekly schedule, as grants work tends to ebb and flow and can require more time one week and less the next
- This position is designed to primarily work remotely, with some program attendance

## **Apply Today**

Please send resume, cover letter, two professional references, and two writing samples (including at least one grant application) to Ali Geroche at [aligeroche@dancetheyard.org](mailto:aligeroche@dancetheyard.org).

*Preference will be given to Martha's Vineyard residents. The Yard is working toward becoming a more anti-racist and equitable organization, which includes developing a work environment that is reflective of the community we serve. Applicants from all populations and underrepresented groups are strongly encouraged to apply.*