GRANT WRITER (Part-time)
The American Opera Project (AOP) is accepting applications for the position of Grant Writer (GW). This hourly position reports to the General Director and Associate Director of Development.

ABOUT THE AMERICAN OPERA PROJECT (AOP)
Founded in 1988 and located in the cultural hub of Brooklyn, New York, AOP is at the forefront of the contemporary opera movement through its commissioning, developing, and producing of opera and music theatre projects, training programs for student and emerging composers and librettists, and community engagement.

AOP is an experimentation in storytelling with the central premise that each life is an operatic story waiting to be told - and each telling of that story is an operatic experience waiting to happen. We are a home for artists to learn, experiment, and create. We are a family of innovators in vocal storytelling. We will be beautiful. We will be dangerous. We will laugh at ourselves. We will always remember that feeling precedes thought, entertainment precedes enlightenment, and wonder precedes belief. And we will join our audience with respect, passion, and a desire to share a moment in time that will last for years to come.

SCOPE AND CORE DUTIES
A key member of the Development team, the Grant Writer will work collaboratively and creatively to increase support for and awareness of AOP’s mission, projects and programs. This is an excellent opportunity to play an integral role in developing AOP’s institutional and public funding base, and to be part of a hardworking team of creative and talented arts professionals who are dedicated to helping and sustaining contemporary lyric theater and Brooklyn’s cultural sector. The Grant Writer is primarily responsible for all aspects of researching, developing, and writing grant proposals and reports to foundations, corporations, and government entities, and will persuasively communicate AOP’s mission and programs to potential funders. The ideal candidate possesses an eagle-eyed attention to detail; proven ability to multi-task and work through overlapping deadlines; sensitivity in navigating departmental intersections through the focused lens of an organizational mission; excellent organization and prioritization skills; and a willingness to roll up their sleeves.

RESPONSIBILITIES

- Facilitates, writes, reviews, and edits grant proposals and reports.
- Supports government grant writing, reporting, contracting, and compliance with public funding from such sources as NEA, DCLA, NYSCA, local representatives, and others.
- Conducts prospect research on potential new funding sources and tracks all steps from initial approach through acknowledgement.
• Maintains comprehensive knowledge of landscape involved in identifying and soliciting grants; collaborates with AOP staff on proposal development.
• Prepares and processes letters and other grants-related correspondence, presentations, budgets, and other materials.
• Maintains grants tracking calendar/Little Green Light database and related confidential electronic and paper files.
• Research and lead outreach to prospective corporate sponsors and in-kind donors
• Ensures that colleagues are aware of and prepared for coming deadlines, requirements, meetings, and other related tasks.
• Takes on other duties as needed.

QUALIFICATIONS & SKILLS

• Experience within a cultural organization or similar entity, preferably in opera and music theater, including writing and interfacing with stakeholders and/or the public.
• Excellent research, writing, editing/proofreading, and communication skills as well as the ability to translate ideas into cogent and compelling prose.
• Superior attention to detail, interpersonal skills, flexibility, patience, and sense of humor.
• Ability to multi-task while maintaining constant vigilance about overlapping deadlines.
• Strong project management skills with a demonstrated ability to deliver results in a small organization with limited resources.
• Ability and confidence to work without close supervision.
• Background, expertise, and strong interest in development work and writing in particular.
• Proficiency with Microsoft Office including Outlook, Word, and Excel; familiarity with Little Green Light highly desirable
• Strong appreciation of and interest in the arts and knowledge.
• College degree or equivalent life experience preferred.
• New York City area residency preferred, but not required.

SALARY

$30/hr, estimate of 20 hours per week. Benefits include medical, life and long-term disability insurance, paid time off, and voluntary pre-tax programs for retirement (403[b], Transit and FSA).

TO APPLY

Applicants for this position should send resume and cover letter explaining your interest in the position to info@aopopera.org with “Grant Writer” in the subject line.

No calls please. Applicants selected for an interview will be notified.
AOP believes that fostering a culture of equity, diversity, and inclusion among our staff, Board, artists, and collaborators is critical for our success as an organization, and for the advancement of opera as an art form that represents us all.

AOP values a diverse workplace and strongly encourages women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. AOP is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state or federal laws.