



GRANT WRITER

The Grant Writer will write and submit grant proposals to support all orchestra programs through the annual fund, endowment, capital campaign, special projects and other campaigns. The Grant Writer will maintain exceptional writing and grammatical skills with a flexible writing style and voice; cultivate relationships with new foundations and current donors to ensure engagement and ongoing support; work cross-departmentally to secure budgets, benchmarks and outcomes for proposals and reports; possess a strong understanding of and comfort with working with budgets for grant proposals; maintain records of solicitations and applications; and cultivate a high level of understanding of the DSO's artistic and community programming in order to articulate these offerings to current and potential funders.

Job duties include:

- Writing and submitting grant proposals to family, community and private foundations, as well as national and government organizations to meet budgeted organizational needs. Developing individual grant proposals per each grant-making organization's preferences and following each grant-making organization's guidelines.
- Working with each department of the DSA to secure current information required by granting organizations.
- Cultivating and engaging current and potential funders through relationship development, engagement opportunities, meetings and touchpoints.
- Maintaining accurate records, including application schedules, deadlines and proposal results.
- Identifying, researching and evaluating grant prospects to determine areas of interest, submission dates and requirements. Stewarding a portfolio of 35+ existing foundation donors; crafting timely, personalized acknowledgment letters to funders for new pledges and grant payments.
- Preparing reports for funders on grant program results.
- Coordinating details of benefits such as receptions, recognition, ticket needs and servicing other requests.
- Providing additional departmental support by writing and editing team communications as needed.

Qualifications include a Bachelor's degree and 3 plus years of experience, excellent interpersonal and communication skills.

The Dallas Symphony provides excellent benefits, free parking, and tickets when available. Please submit your resume with salary requirements to recruiter@dalsym.com.

The Dallas Symphony is an Equal Opportunity Employer. The DSO values diversity in our workplace. Discrimination based on race, color, religion, sex, handicap, sexual orientation, or national origin is prohibited.

EOE-We value diversity in our workforce.