



### Grant Writer

The Grant Writer will write and submit grant proposals to support all orchestra programs through the annual fund, endowment, 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 40+ 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 cover letter, resume and salary requirements to [recruiter@dalsym.com](mailto:recruiter@dalsym.com).

**COVID vaccination is mandated for all DSO employees.  
Valid exemptions are given in accordance with the law.**

**The Dallas Symphony Orchestra is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The Dallas Symphony Orchestra is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.**

**EOE- Equal Opportunity Employer**