



GRANTS OFFICER

Act One is a dynamic charitable organization that works to provide access to the arts for students in Title 1 schools. Act One is seeking a Grants Officer that wants to be a part of a small team that makes a big impact. Act One works in both Phoenix and Tucson, and this year more than 45,000 students will experience the arts through a field trip as part of their education as a result of Act One programming. To find out more, go to the www.act1az.org.

The Grants Officer is responsible for preparing and producing, in draft and final form, grant proposals and solicitations for funding as well as researching and recommending funding opportunities in support of Act One's strategic plan and goals. The Grant Officer works with internal and external constituencies and serves as a liaison for all grant activities. This full-time position reports directly to the President and CEO.

Essential Functions

- Identify and research grant opportunities based on Act One's planning and goals.
- Develop and maintain relationships with current and potential corporate and foundation funders.
- Research grant programs and plans relevant to program needs.
- Research and write funding applications.
- Submit sponsorship/grant applications and track status.
- Coordinate and lead activities of the grant program strategic plan.
- Conduct interdepartmental meetings to identify and prioritize project needs; coordinate and research sponsorship/grant preparation assignments.
- Edit and draft applications for accuracy, completeness and clarity; oversee submittal of all applications in accordance with sponsorship/grant requirements.
- Write interim and final reports that include program details and ensure submission in a timely manner.
- Provide timely advice and information on funding opportunities, requirements and procedures; collaborate in defining and implementing project funding strategies.
- Review revenues and expenditures, project status, to ensure proper tracking.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's degree or four years of related experience, two years of which has been spent in grant funding or any equivalent combination of education and experience which provides the skills, knowledge and ability necessary to perform the tasks.
- Valid Arizona State Driver's License.
- Must be proficient in Microsoft applications (Word, Excel, Outlook).
- Experience with Salesforce preferred but not essential.

Knowledge/Skills/Abilities:

- Knowledge of local foundation/corporate sponsorship/grant application process and writing applications.
- Knowledge of various grant programs available to non-profit entities.
- Experience with online grant applications.

- Excellent organization, verbal and written communication skills.
- Ability to work under pressure to meet deadlines for grant opportunities.
- Ability to take initiative and utilize innovative techniques and ingenuity in preparing grant applications.
- Ability to participate as a team player to coordinate grant projects.

How to Apply:

Compensation is commensurate with experience and includes a comprehensive benefits package. To apply, please submit a thoughtful cover letter, resume and three references to info@act1az.org.