

Grant Writer/Researcher

Date of Posting: 11/5/2009

The Bayview Opera House is located in the heart of San Francisco's Bayview District and is a local art center, offering programming for youth and adults. The Opera House also hosts a number of community meetings, such as outreach by the SF Redevelopment Agency, the Planning Commission and local developers. With the development of the Hunter's Point Shipyard starting up, the Bayview Opera House strives to become the major link to the arts activities at the shipyard for the Bayview Hunters Point Community.

Applicants for this position must be qualified candidates for employment under the JOBS NOW program. The program requirements are:

- Must be the parent of a minor child
- Be a resident of San Francisco
- Must have earned less than 200% the Federal Poverty Level in the last 30 days

Interested candidates should call 1-877-JOB1NOW (1-877-562-1669) or email JobsNow@sfgov.org. Candidates must be on the program's approved jobseeker list prior to being offered employment.

To apply for this job, please send a cover letter and resume to jobs@bvoh.org. Please no phone calls regarding this job. If we are interested in your application we will contact you.

Position: Grant Writer/Researcher

Hours: 20-40 hours/week, some flexibility in work times and number of hours

Salary: commensurate with experience

Some telecommuting ok

We are looking for an experienced grant writer to join our small (but growing) team. Depending on interest and qualifications, additional responsibilities could include other marketing and pr activities, fundraising through special events and other development tasks.

Duties and Responsibilities

- Research governmental, foundation and corporate grants
- Establish and maintain relationships with funders
- Write, submit and track grant applications
- Generate compelling narratives for funding applications and reports
- Develop project descriptions, evaluation plans
- Gather budget materials for applications and ensure compliance with funding requirements
- Oversee reporting requirements for grants and contracts.
- Handle confidential financial records and grant materials with great discretion
- Regularly report in writing about all grant search and application activities to Managing Director
- Analyze new strategies for income and provide written recommendations

Required Skills / Experience

- Bachelors Degree, preferably in English, Journalism or related field
- 2+ years of grant writing experience
- Computer literate and comfortable with internet research and online applications
- Ability to work independently, set priorities, and complete work timely and accurately
- Solid writing and editing skills
- A passion for the arts and providing arts education to underprivileged youth a definite plus

Compensation: Based on experience and qualification

Location: 4705 Third Street, San Francisco, CA 94124

The Bayview Opera House is an equal opportunity employer and does not discriminate on the basis of race/ethnicity, color, national origin, sex, disability, veteran status, or age.