

# Grant Writer

## Arden Theatre Company, Philadelphia, PA | [www.ardentheatre.org](http://www.ardentheatre.org)

**Position Title:** Grant Writer  
**Department:** Development  
**Classification:** Part-Time, hourly non-exempt, (20 hours / week)  
**Reports to:** Director of Development  
**Location:** On-Site

### About the Arden

Founded in 1988, Arden Theatre Company is a professional regional theatre offering the highest quality theatrical productions and educational programs to the artists, audiences, and students of Greater Philadelphia. Each year, we produce the Mainstage season and Arden Children's Theatre, the city's first resident children's theatre. From our productions that reach over 100,000 audience members each year to our educational outreach programs that inspire and empower 6,000 students in schools across our region, the Arden stands out as a haven for shared stories and a vital incubator to create new work.

The Arden has been an important force behind the vitality of the Old City neighborhood and in the Philadelphia cultural landscape. In our last complete season, 2018 / 2019, the Arden produced seven Mainstage and two Arden Children's Theatre productions, resulting in 503 performances seen by more than 107,000 people.

### Mission

Arden Theatre Company is dedicated to bringing to life great stories by great storytellers on the stage, in the classroom, and in the community.

**Great stories on the stage:** We produce a wide range of stories in a variety of styles: classic and contemporary, intimate and epic, fiction and nonfiction, musical and dramatic. Producing the great playwrights allows us to measure ourselves against the masters of our craft while sharing the voices of new writers gives us the opportunity to shape the future of American theatre. We embrace stories for audiences of all ages and bring the same artistic quality to all our work.

**Great stories in the classroom:** Kids are celebrated at the Arden. We nurture curiosity, creativity, and confidence through our educational programming. We foster connections between theatre and reading and promote literacy for our young audiences. We reach thousands of students each year, introducing many of our region's kids to theatre for the first time.

**Great stories in the community:** We believe in the power of stories to bring people together. We work to build a vital community of artists who excel creatively through shared experiences and with whom our audiences identify. The Arden strives to be Philadelphia's hometown theatre; we seek community partnerships and collaborations, make our work affordable and accessible, and train the next generation of theatre leaders, contributing to the region's cultural landscape.

### Position Summary

Arden Theatre Company seeks a writing professional to fill the part-time role of Grant Writer. Reporting to the Director of Development, the Grant Writer is responsible for writing, editing, and submitting select grant proposals

and reports to the Arden's foundation, corporate, and government funders, ensuring compliance with funding guidelines.

### **Essential Duties and Responsibilities**

- Assist the Development Department with writing/editing for the purpose of securing funds from private foundations, corporations, and government funders
- Prepare letters, proposals, reports, and other written correspondence, as assigned by the Director of Development
- Work with Arden colleagues with Development and across departments to gather information needed to complete written proposals and reports
- Maintain and update AudienceView, Arden's constituent database, to ensure accurate contact and solicitation records
- Maintain files for grant application documentation, including drafts, attachments, and correspondence

Additional work may include:

- Conduct grant research and make recommendations about new institutional prospects
- Correspond with Arden's foundation and corporate donors
- This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

### **Preferred Experience & Qualifications**

A bachelor's degree or at least two years of equivalent experience is required. Equivalent experience includes paid or volunteer work in writing and editing, with a preference for nonprofit or fundraising knowledge. Successful candidates will bring:

- Superior writing and editing skills, including knowledge of grammar and various writing styles
- Excellent computer skills, especially Microsoft 365
- Timeliness, accuracy, and attention to detail
- Good judgment, strong decision-making skills, and ability to work with minimum supervision
- Diplomacy, tact, and professionalism

### **Hours & Compensation**

This is a part-time, hourly (non-exempt) position at 20 hours / week. The Compensation for this position is \$25 per hour.

### **Application Process**

Applicants should send a cover letter and resume demonstrating relevant experience to [humanresources@ardentheatre.org](mailto:humanresources@ardentheatre.org). Please reference "Grant Writer" in your subject line. No phone calls please. Candidates will be considered on a rolling basis, with priority given to applications received before July 31<sup>st</sup>.

*Arden Theatre Company has instituted a mandatory COVID-19 vaccination policy for all employees; the successful candidate must provide proof of vaccination prior to beginning work and must agree to adhere to all Arden Theatre Company's safety protocols.*

*Arden Theatre Company is an Equal Opportunity Employer committed to providing an environment of mutual respect. Equal employment opportunities are available to all applicants without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, and any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the theatre industry are strongly encouraged to apply.*