

Artists For Humanity (AFH) provides a safe and supportive environment where teens are employed to explore their voice and forge their unique path to success. AFH teens transcend economic, racial and social divisions to transform communities through creative expression.

Artists For Humanity harnesses the power of mentorship and paid professional experiences to inspire teens to build their future. During their time at AFH, teens share their voice in public art, where their creativity is valued. With corporate partnerships, AFH teens develop an understanding of business and entrepreneurship for potential career pathways. Through mentorship, the next generation of artists and leaders gain confidence in their own abilities. AFH also supports teens with 1:1 tutoring, professional development and college/career readiness so they make a positive impact on their communities and the world.

JOB DESCRIPTION

Title: Government Grant Writer/Administrator (0.8FTE)

Schedule: 32 hours/week (4 days), 10am - 6pm, potential for hybrid work schedule if interested

Location: 100 West 2nd Street Boston, MA 02127

Compensation & Benefits: Annual salary is \$48,000 - \$56,000 a year, including medical, vision, and dental coverage. Generous paid holidays (17 days) and opportunity to accrue up to 16 PTO days in first year with PTO increases thereafter

Artists for Humanity's Government Grant Writer/Administrator is a key member of the development team, with a focus on securing and maintaining government funded grants. This position contributes to research, cultivation, grant writing, reporting and administration for AFH's institutional fundraising, with a primary focus on maintaining and expanding AFH's portfolio of government funding. Reporting to the Director of Institutional Fundraising and Advancement, the Government Grant Writer/Administrator collaborates with the development team to execute and administrate coordinated fundraising plans to support AFH's annual operating budget and special projects. These efforts align with the organization's strategic plan. This role offers an excellent career development opportunity for the right candidate.

KEY RESPONSIBILITIES

Grant Writing and Research

- Researches municipal, state and federal government funding opportunities, including ARPA funding to be allocated by 12/31/2024
- Maintains a quarterly work plan, taking primary responsibility for preparing and submitting LOI's, bids, proposals, contractual documents and reports to government entities, with help from the team when needed
- Maintains AFH's existing portfolio of government grants and administrative requirements to access government portals and funding
- Supports the development team to meet collaborative fundraising goals and complete priority tasks as needed
- Communicates with key AFH staff to ensure development has access to information, materials and data to support our fundraising and reporting efforts

Grant Administration

- Contributes to ensuring the development department maintains accurate and up-to-date files, records and systems for institutional fundraising
- Works in collaboration with the Development team on

- o Salesforce data entry
- o Grant administration (including timely submission of acknowledgements, grant agreements, contracts, surveys and other requirements)
- o Funder research
- o Proofing grant applications, reports, letters, and development boilerplate documents

Funder Cultivation / Ambassadorship

- Attends weekly development team meetings to understand ongoing fundraising needs and opportunities
- Participates in cultivation activities as needed including attending site-visits, Open Studios, and other in-person or online events such as grant-information sessions, press conferences, and non-profit cohort groups to represent AFH and gather information for the development team
- Conducts call and email outreach to funders as needed to clarify priorities, timelines etc.
- Helps AFH leadership cultivate relationships with government agencies at the municipal and state level

KEY QUALIFICATIONS

- Team player with a passion for AFH’s mission, youth development, equity and the arts
- A minimum of 3 years experience with government grant research and writing, including federal grants
- Experience managing a significant portfolio of government grants within a community serving non-profit with an annual budget of \$3 million or more
- Understanding of government grant research and administration processes, including government bid portals, SAM.gov, etc.
- Excellent written and verbal skills
- Proven ability to work independently, manage time and prioritize tasks
- Can-do solutions-focused attitude
- Comfortable working with budgets, percentages etc.
- Organized and diligent record-keeping and administrative ability, and ability to manage and meet multiple deadlines
- Computer skills to include Google Workspace for Mac and database experience - Salesforce experience is a plus
- Ability to work a hybrid schedule, attending occasional evening events and working from the Boston office typically 2 days per week
- Passion for advancing career within development, the non-profit sector more generally or fields related to grant writing and AFH’s mission
- Must be a US Citizen, US National or Permanent Resident

To apply, please email your resume and cover letter to Maya Grevatt, at mgrevatt@afhboston.org.