



**Position Title:** Grant Writer

**Status:** Full-Time, Exempt

**Reports to:** Assistant Director of Development

### **BACKGROUND TO THE LO**

The Louisville Orchestra has long had a strong reputation for innovation, creativity, and excellence. With an annual operating budget of \$12M, 60 full-time musicians, and a 35-week performance season, it is changing the idea of what a 21st-century orchestra can be and do. Under the leadership of Music Director Teddy Abrams, the Louisville Orchestra is well on its way toward achieving its goal of being “the most interesting orchestra on the planet.”

<https://vimeo.com/743736311/2791647250>

### **Job Summary:**

The Grant Writer is responsible for all foundation and government grant fundraising, including building relationships, researching and writing corporate sponsorship and grant proposals, and compiling and submitting final reports supporting annual and special project funding campaigns. The Grant Writer will develop and implement effective communication and outreach strategies to maintain and enhance the company's reputation, promote our goals, values and programming, and secure funding through grants.

**The Ideal Candidate:** The successful Grant Writer will always maximize discretion, be direct and honest, and never shy away from contrary views or approaches. They will also be an imaginative and creative problem solver who anticipates and are always one step ahead while being diplomatic. The ideal candidate will also be detail-focused, calm under pressure, articulate, driven towards results, exhibit loyalty, take ownership, and have a sense of humor. The ability to work some nights and weekends is required.

### **Duties and Responsibilities**

- Write and submit timely grant proposals and reports supporting annual and special project funding campaigns.
- Convey the story of the Louisville Orchestra in an exciting lens to compel grant awards.
- Gather information from other Louisville Orchestra departments for inclusion in proposals and reports.
- Work closely with Finance Director to submit accurate budgets.
- Liaise with foundation and local, state, and federal government staff for information gathering, proposal and report compilation, and submission.

- Maintain up-to-date SAM (System for Award Management) registration and any other registrations needed for grant submission.
- Compose donor stewardship letters and annual funder reports.
- Provide foundation and government prospect research.
- Keep accurate records of all submissions.
- Participate in development team projects, events, and meetings, as needed to support the annual fund goals.
- Administrative and management support for the foundation and government grants division of the Development Department
- Other duties as assigned.

## **Requirements**

- Bachelor's degree: Masters preferred.
- At least three years of grant writing, including government grant writing experience preferred.
- Ability to work collaboratively across departments to support the preparation and implementation of grant proposals.
- Able to meet multiple deadlines with accuracy.
- Strong attention to detail and ability to manage complex processes.
- Able to professionally represent the LO on the phone and in person with donors and patrons.
- Strong computer literacy with working knowledge of Microsoft Word, Microsoft Excel, and donor databases.
- Familiarity with budgets.

## **Compensation and Benefits**

The Louisville Orchestra offers a comprehensive salary and benefits package commensurate with experience and in line with similar positions of this scope with similar-sized orchestras in the country and Louisville cultural institutions. Benefits include medical insurance, life insurance, vacation and sick time, parking stipend, 403b plan, and diverse voluntary benefits.

## **To Apply**

Please send a cover letter including salary requirements, resume, and writing sample to:

Nathaniel Koch, Chief of Staff  
[nkoch@louisvilleorchestra.org](mailto:nkoch@louisvilleorchestra.org)

*Please, no phone calls.*