



August Wilson Center for African American Culture Seeks Grant Writer

The August Wilson Center for African American Culture seeks an excellent part-time or freelance grant writer to assist the development department in gaining contributed income from private foundations, individuals and other sources. The grant writer will help to secure grants, gifts and donations for the operating fund, and for the public phase of a multi-year Capital Campaign that is already well underway.

BACKGROUND

The August Wilson Center preserves, presents and interprets the art, culture and history of African Americans in Western Pennsylvania and people of African descent throughout the world. The Center advances this mission by presenting and exhibiting professional arts, contextualizing artistic and cultural expression, and providing a broad array of educational programming and outreach activities.

The Center is engaged in an historic construction project, with a Capital Campaign goal of \$36 million. The opening of the new 65,000-square-foot interdisciplinary cultural center in Downtown Pittsburgh's Cultural District is slated for spring 2009.

Duties and Responsibilities include:

- Prepare grant applications, proposals, donor appeals, updates and reports to contributors;
- Research on proposal content, development strategies and prospects;
- Prepare correspondence to donors and grant makers;
- Draft proposals to private foundations, government agencies, corporations and other entities;
- Manage grant awards and submissions;
- Review, edit and proofread;
- Gather and analyze data from programming and administrative staff;
- Research grant maker deadlines and criteria;
- Research prospective donors, grant makers and strategic partnerships; and
- Assist Development Directors as needed.

Required Qualifications:

- B.A. or equivalent
- Excellent writing, communication and organizational skills
- Prior development experience
- Demonstrated ability to create winning proposals
- Ability to work independently
- Ability to meet deadlines
- Ability to work under pressure and multi-task
- Goal and detail oriented
- Proficient with Microsoft Office applications

Compensation will be commensurate with experience.

The grant writer will report directly to the Director of Annual Giving.

(more)

August Wilson Center for African American Culture Seeks Grant Writer/page 2

Send resume, three references and a writing sample (of 1,000 – 5,000 words) **to:**

Cassandra Payne, Manager of Administrative Affairs, August Wilson Center for African American Culture, Suite 1750, Pittsburgh, PA 15219 or e-mail to cpayne@AugustWilsonCenter.org

No phone calls please. Deadline to apply: September 30, 2008.

August Wilson Center for African American Culture is an equal opportunity organization, and does not discriminate against employees or applicants for employment based upon race, color, religion, sex, sexual orientation, national origin, age or disability.