

**Ely Center of Contemporary Art
Grant Writer & Development Manager
Date of Hire – October 2022**

The Ely Center of Contemporary Art (ECOCA) is looking for a Grant Writer and Fundraising Manager on a Full or Part Time basis. The position is to help grow ECOCA's reach in the arts community and offer additional programming opportunities to deserving and underrepresented artists.

The position is a senior position and the individual needs to be able to work independently at ECOCA's art center at 51 Trumbull Street in New Haven, CT. This position offers opportunities to grow with the organization.

Responsibilities:

Primary responsibility:

- Identify grants the ECOCA is eligible to apply for
- Work with the Grant Committee to apply for all eligible grants on a timely basis and manage entire grant process.
- Create development programs to increase visibility for the organization across New Haven and State of Connecticut
- Explore fund raising opportunities.
- Identify and cultivate individual, corporate and foundation donors

Secondary responsibilities

- Attend all Board and Management Team meetings
- Create reports for the Management Team
- Manage a small staff
- Track web-site flow / conduct analytic
- At meetings, suggest plans to increase ECOCA's visibility

Skills & Qualifications

- Proven grant writing and fund-raising experience
- Excellent verbal and written communications skills
- Comprehensive knowledge of Microsoft Office products (Word, Excel, PowerPoint, Outlook)
- Proactive - Someone who takes initiative
- Close attention to detail
- High level of follow-up skills
- Strong proofreading, editing/writing skills
- Capability of working independently
- Demonstrated ability to collaborate and work in a team environment
- Bachelor's Degree preferred or equivalent experience

Hours & Compensation

- Full Time – 40 hours a week **OR**
- Part Time - 20 hours per week

- Base pay of \$35 - \$40 an hour /commensurate with experience
- Ability to earn a bonus (TBD) on reaching preset targets.
- Parking will be provided.
- Required to be on site for at least the initial three months
- Bachelor's degree or equivalent combination of education and experience required.

Research indicates that certain applicants are hesitant to apply for positions if they do not meet all the required and preferred qualifications. We want to emphasize that although experience in certain areas is desirable, candidates who meet the required qualifications and demonstrate excellent promise are encouraged to apply and will be given serious consideration.

The Ely Center of Contemporary Art is an equal opportunity employer.

How to apply

- Email applications with a cover letter to info@elycenter.org with "Development Job" in the subject
- Submit your resume
- Submit three sample grant applications that you have written by you (Please redact confidential information)
- Submit three references, with their contact information
- **NO PHONE CALLS PLEASE**