



LAMusArt

Los Angeles Music and Art School

POSITION DESCRIPTION GRANT WRITER

POSITION DETAILS

Title: Grant Writer
Location: 3630 E 3rd St. Los Angeles, CA 90063. On-site parking provided.
Reports to: Development Manager
Hours: Part-Time, 12 Month Contract.
Schedule: Up to 20 hours per week. Hybrid—mostly remote work.
Salary: Hourly \$25-\$30/hour, commensurate with experience .

THE ORGANIZATION

The Los Angeles Music and Art School (LAMusArt) was founded in 1945 to provide youth in the community of Boyle Heights and East Los Angeles with safe and engaging arts programs during unsupervised after-school hours. Since its inception, its mission has been to provide equitable access to year-round, multidisciplinary, and after-school artistic programs for under-resourced students living in the community of East Los Angeles.

POSITION SUMMARY

The Los Angeles Music and Art School (LAMusArt), a nonprofit organization providing youth arts education programs in East Los Angeles, is seeking an Administrative Assistant to provide support services for program, administrative, and financial management activities.

DUTIES

- Responsibility for researching, writing, compiling, and managing the timeline of all grants including maintenance and oversight of workflow processes and procedures to ensure accurate and efficient collection and timely submission.
- Write grant applications and all reports and conduct prospect research on new opportunities that align with LAMusArt's mission. Grant writing will be primarily to private foundations; however, some government applications will be required.
- Work with all departments to collect and synthesize data.
- Oversees grant work flow processes related to data entry to ensure adequate internal controls and that all grants reporting of data is accurate.
- Provide links between program, finance, and other staff so that all activities related to grant data collection and reporting are smoothly implemented.
- Ensure compliance with IRS regulations and foundations' requirements for grants.
- Prepares narrative, data and impact elements for Annual Report.
- Work closely with the Executive Director and Communication team to respond to requests for special reports, collaterals, and non-grant materials with a strategic perspective.

QUALIFICATIONS AND SKILLS

- Bachelor's degree and five (5) years previous experience as a grant writer in arts education organization or other complex nonprofit with multiple constituencies and programs.
- Commitment to LAMusArt's mission.
- Excellent writing ability that is clear, concise and analytic in style.

- Ability to write for various audiences including foundations, donors, and broader general constituencies.
- Comfortable with data management and administration.
- Ability to work evenings and weekends to meet deadlines as required.
- Good organizational and time management skills and the ability to balance multiple tasks and responsibilities.
- Ability to work cooperatively and as part of a team.
- Must be dedicated to improving access to Arts Education for underserved communities

OTHER REQUIREMENTS

- Able and willing to work evenings and weekends as required.
- Bilingual (English & Spanish) preferred, but not required.

TO APPLY

To apply please email a writing sample, resume and cover letter to LAMusArt Development Manager, Tahnee Freda at TFreda@LAMusArt.org. No phone calls please.