



## Position Description

### **Position Title: Grant Writer**

#### **Position Summary:**

The Grant Writer is a key Intersection team member who will work collaboratively to advance the organization's mission and goals. Reporting to the Artistic Director, the Grant Writer will develop and manage grant and sponsorship proposals with a detail-oriented approach and the ability to interpret funder guidelines and policies. Strong analytical skills including critical thinking, research and information analysis, communication, and problem-solving are necessary competencies for this position. This is a remote, hourly paid, contract position averaging 12 hours per month, with some months requiring substantially more time (particularly around significant grant application deadlines), and some months requiring less time.

#### **About Intersection:**

Intersection is a flexible contemporary music ensemble dedicated to challenging the traditional concert experience, exploring music of the 20th and 21st centuries, supporting living composers, presenting programs for younger audiences, embracing collaboration, technology and the avant-garde, while expanding, respecting and embracing the musical and cultural diversity of Nashville.

Intersection was founded by conductor Kelly Corcoran in 2014 with the desire to bring a professional contemporary music ensemble to Nashville, and for Nashville's music scene to more accurately reflect the diversity of music being created around the world today. The ensemble has challenged the traditional concert experience through performances in unexpected venues and by working with collaborative partners to incorporate dance, lighting, projection, spoken word and more into performances.

#### **Responsibilities:**

- Develop and submit grant and sponsorship contract proposals on behalf of Intersection in compliance with funder guidelines and deadlines.
- Maintain a grants calendar manage deadlines for research, submissions, and reporting in a proactive manner.
- Work in a collaborative manner with the Artistic Director, board members, and other key stakeholders throughout the application process to achieve a professional and compelling document for submission.
- Manage award requirements such as the preparation of revised budgets, contract signatures, and working with staff to meet funder requirements for recognition and reporting
- Develop and maintain relationships with funders, including timely responses to requests for reports, budget revisions, contracts, and other requirements
- Research prospective grant and sponsorship opportunities on the local and national level, and develop familiarity with Intersection programs as well as key funders, organizations, and trends in contemporary classical music

Job responsibilities listed herein are intended to be a thorough representation of the duties, responsibilities, expectations, and qualifications for this specific role at the time of hire but should not be considered all-encompassing as actual responsibilities may evolve to include additional duties as assigned based on organizational and operational needs.



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- Prepare accurate grant budgets that comply with funder guidelines
- Prepare financial reports for funders in collaboration with staff members and the board Treasurer
- Maintain Intersection's GivingMatters profile

### **Education and Experience**

- Bachelor's degree preferred
- A minimum of 3 years of grant writing experience required
- Familiarity with the nonprofit arts sector preferred

### **Experience and Skills:**

- Excellent written and verbal communication skills with meticulous attention to detail
- Ability to manage multiple overlapping proposals and collaborate effectively with staff and other team members and stakeholders
- Experience developing and working with budgets and nonprofit financial reports
- Ability to take initiative and work independently, multi-task, work well under pressure, and willingness to rapidly learn new skills as needed.
- Ability to function effectively in a fluid and flexible complex and fast-paced organizational environment with demanding high energy, discretion, patience, enthusiasm, and humor.
- Values the importance of equity as an organization operating principle and is committed to equity, diversity, and inclusion.

### **Advertised Salary Range:**

\$35.00 - \$50.00 per hour

### **Applicant Materials Required:**

Resume and Cover Letter

Please submit materials and inquiries via email to [intersection@intersectionmusic.org](mailto:intersection@intersectionmusic.org)

*Applicant review begins immediately. Position open until filled.*

### **Our Non-Discrimination Statement**

Intersection does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and audience. We will comply with all applicable federal, state, and local laws that prohibit discrimination. *Adopted by the Board of Directors on August 20, 2020.*

### **Our Non-Discrimination Policy**

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Intersection is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, gender expression, or any other status prohibited by applicable federal, state, or local law. Adopted by the Board of Directors on August 20, 2020.

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