

Grants Specialist Job Description

Quick Description

The Grants Specialist delivers outstanding customer service, skill and results to Scandiuzzi Krebs clients seeking to develop and maintain revenue from foundation, corporate and government grants.

Qualifications and Skills

- Track record of success researching, writing, submitting and reporting grants from foundation, corporate and government sources.
- Ability to communicate clearly in writing and in person.
- Ability to quickly understand and digest the culture, mission and needs of arts organizations and other potential clients.
- Ability to match organizations with funders and recommend high-likelihood opportunities.
- Sense of humor; embrace collaboration; love for adventure.

Duties

- Meet with clients independently and in concert with other members of the Scandiuzzi Krebs team.
- Develop plans and calendars for grants applications
- Acquire necessary information from clients to answer proposal questions.
- Understand organizational tone and brand and communicate that in proposals.
- Write proposals and ensure timely submissions.
- Develop budgets and other supporting materials for proposals as needed.
- Develop reports and ensure timely submission.

About Scandiuzzi Krebs

Scandiuzzi Krebs is a start-up strategy firm for the arts founded by Carlo Scandiuzzi and Josef Krebs. We pride ourselves on excellence of service and creativity. We operate a flexible environment and are growing quickly. We're looking for innovative thinkers who enjoy hard work and operate with integrity. Our ideal clients are visionaries with the imagination and grit to change the world.

Compensation

This is a part time job that will grow with our client demand. Compensation range is \$25-\$60/hour to start, depending on experience. Opportunities for growth abound.

Application

Scandiuzzi Krebs is an Equal Opportunity Employer. Women, people of color, and queer people are strongly encouraged to apply.

To apply, please send a brief letter and resume with a sample of your proposal work to:

Josef Krebs
Scandiuzzi Krebs
josef@scandiuzzikrebs.com

Subject line: Grants Specialist Application