



Grant Writer – Contract Position

About the Organization:

National Philharmonic engages, inspires, and unites diverse communities across the Washington, DC area through outstanding music performances and innovative education programs.

Vision:

To share and amplify the power of music.

Values:

- Access and Inclusion
- Collaborative Creativity
- Innovation
- Educational Engagement
- Inspirational Connections

Job Description:

National Philharmonic is seeking an experienced independent contractor to serve as Grant Writer for the organization. We seek a passionate and driven arts advocate with excellent research and communication skills who can support us in securing various funding opportunities.

Duties and Responsibilities:

- Study and understand the history, structure, objectives, programs and financial needs of the organization.
- Research grant opportunities from government and non-government agencies.
- Draft grant proposals and supporting documents based on the funding requirements of the organization.
- Submit proposals to grant coordinators for approval.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Maintain records and submit reports related to grant opportunities.

Key Qualifications:

- Excellent knowledge of proposal submission and fundraising process
- Readiness to quickly gain understanding of programs and funding requirements of the organization
- Strong research skills and knowledge of information sources
- Multitasking, organizational and time management skills
- Ability to handle confidential matters with utmost integrity

Compensation:

Hourly rates are negotiable based on experience and scope of work.

Applications and Inquiries:

To submit an application, please send a cover letter and resume to Director of Learning & Engagement Kimia Hesabi at khesabi@nationalphilharmonic.org.

The specific qualifications in this description are not intended to be all-inclusive, but rather represent the typical elements and criteria necessary to perform the job successfully. National Philharmonic celebrates diversity and is committed to providing an equal opportunity to all qualified employees and applicants without regard to age, race, ancestry, national origin, religion, disability, sex, sexual orientation, gender identity or expression, or any other protected status in accordance with the applicable law. We recognize that an individual with a disability may require a job modification or accommodation to enable them to successfully perform a job function, and consideration will be given to such requests.