



FOUNDATION FOR THE ARTS

Mama Foundation for the Arts – Grants Writer

Mama Foundation for the Arts is excited to build its staff following the recent completion of a three-year strategic business plan and is currently seeking a **Development Manager** to support the launch of this new initiative. We are seeking a passionate and collaborative individual to support all strategic fundraising and communication efforts to advance Mama Foundation's mission and springboard the organization into its next phase of growth.

About Mama

Mama Foundation's mission is to make a joyful noise, uplift the Black musical treasures of gospel, jazz, and R&B, and to heal and inspire through the power of collective music-making. Mama Foundation is a Harlem legacy institution where our intergenerational community is invited to Be Seen and Be Heard in the fullness of their experience – their voices, their stories, and their hearts. Continuing Harlem's rich history of celebrating Black Excellence, we centralize and amplify Black art forms to honor Black voices as essential to the American cultural experience. We achieve our mission through three main pillars of programming: Enrichment, Performance, and Community.

About the Role

In close coordination with the Associate Director of Development and Communication, the **Development Manager** will support a wide range of fundraising needs for Mama Foundation's institutionally funded programs, musical concert, performances, and capacity building goals. As the **Development Manager**, you will be responsible for researching, drafting, and submitting proposals that will help the Mama Foundation receive grant funding. These duties include but are not limited to working in collaboration with the Associate Director to identify financial needs and ensure annual goals are met, generating donations, assisting in the execution of effective fundraising campaigns, and writing compelling grants that align with the foundations mission.

The **Development Manager** reports directly to the Associate Director of Development and Communication, and will collaborate closely with executive leadership, including the Deputy Director and Executive Director.

We are seeking a dedicated and experienced individual for a full-time position with a starting salary of \$55,000 per year. This role offers a comprehensive benefits package including paid health benefits, 401(k) plan, a flexible schedule, and paid time off. The schedule involves an 8-hour shift from Monday to Friday, with occasional nights and weekends as needed. This is a hybrid remote position based in New York, NY 10027. The role requires commuting to New York, NY 10027 four days a week.



This role's accountabilities include, but are not limited to:

- Write, submit, and manage grant proposals and reports.
- Study and understand the history, structure, objectives, programs, and financial needs of the organization.
- Identify and research grant opportunities, prospective donors, and funders.
- Draft supporting documents based on the funding requirements of the organization.
- 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.
- Manage Mama Foundation's grants calendar and keep development department abreast of upcoming deadlines and needs.
- Process donations into the department's database and prepare acknowledgement letters for donor management in relation to grants.
- Maintain foundation, corporation, and institutional donor files.
- Professional, responsive, and attentive communication skills with donors.
- Developing relationships and collaborating with key stakeholders.
- Assist with the execution of the development department's strategy.
- Assist in coordinating and planning cultivation and fundraising events.

Requirements and Skills

- Attention to details, ensuring all guidelines are met upon proposal submissions.
- Ability to communicate clearly in both written and verbal situations.
- Ability to meet deadlines in a timely and efficient manner.
- Proven work experience in grant writing or a similar role.
- Efficient in MS Office Word, Excel, and other relevant programs.
- Knowledge of fundraising sources.
- Excellent organizational and writing skills.
- Bachelor's degree in creative writing or related field preferred, but not required.
- Two-years of experience in non-profit organizations.
- One year of experience in grant writing.

We are committed to fostering an inclusive and equitable workplace where diversity is celebrated and every individual is valued. We welcome applicants from all backgrounds, including those from underrepresented groups, and are dedicated to creating a work environment free from discrimination and bias. We encourage people of all races, ethnicities, genders, sexual orientations, ages, abilities, and experiences to apply.