



JOB ANNOUNCEMENT:

The Italian American Museum of Los Angeles (IAMLA) seeks an experienced Grant Writer. The ideal candidate will have a demonstrated interest in the mission and goals of the organization and will have a minimum of three years of experience researching prospects and writing successful grant proposals and reports to foundations.

The Grant Writer will assist the Executive Director and Board of Directors by providing general support to the organization's development program with special emphasis on grant writing. Along with the Board of Directors, the Grant Writer identifies grant opportunities is responsible for developing relationships with funders, conducting research, writing grants, monitoring and meeting application deadlines and requirements, tracking all grants received, and managing all reporting requirements for grants awarded.

ABOUT THE ITALIAN AMERICAN MUSEUM OF LOS ANGELES (IAMLA)

Italian American Museum of Los Angeles is located in the Italian Hall overlooking Olvera Street in Downtown Los Angeles. Built in 1908, the Italian Hall is listed on the *National Register of Historic Places* and is the oldest remaining structure from Los Angeles' little Italy. Slated to open in 2013, the Italian American Museum of Los Angeles will document the history and ongoing contributions of Italian Americans and Italians in the context of our multi-ethnic nation.

SPECIFIC JOB DUTIES/RESPONSIBILITIES

Work together with other IAMLA staff to understand strategic priorities and funding needs. Manage grant writing, research and reporting to institutional funders. Research potential foundation and corporation support for IAMLA. Write foundation and corporation grant requests and reports and compile all materials relevant to grant proposals and requests. Work with IAMLA staff to identify the organization's foundation and corporation funding needs. Maintain an annual grants calendar, including proposal due date, report to date, etc. Additional responsibilities include supporting the Director as needed, attending staff meetings and events periodically, submitting reports in a timely manner, and other related duties.

EXPERIENCE, EDUCATION AND SKILLS REQUIRED

Non-profit experience in grant writing, program development, and grant prospect research. Excellent written and oral communication skills. Self-starter who can work independently with little direction. Excellent organization skills with ability to manage multiple processes and projects. Strong interpersonal, presentation, facilitation, and relationship-building skills. Ability to adapt to changing environments. Ability to conceptualize and develop strategies. Quantitative and qualitative research skills. Knowledge of key funders nationally and locally. Proficiency in Microsoft Office (Word, Excel, and PowerPoint). Knowledge of community, the arts, history and non-profit environment preferred.

Compensation: Commission basis.