

# fermata arts foundation

*Dedicated to promoting peace through arts and culture*

## Grant Writer Position

Location: United States, Latvia, Ukraine, Kazakhstan, Bulgaria, Italy, Republic of Georgia, Kyrgyzstan

Organization: Fermata Arts Foundation

Area of Focus: Education, Academia, Architecture, Philosophy, Poetry and Arts

### Description:

The international activities of Fermata Arts Foundation (FAF), a non-profit organization, include work in the countries of the post-Soviet space on the basis of cultural and educational exchange of their collective present, past and future. Fermata Arts Foundation (FAF) is looking for a volunteer with grant writing experience to assist in applying for and administering the grants necessary to progress with the program "Let's Build a Roof over the World" that has been endorsed by UNESCO, to help FAF with general operations and other specific needs.

Excellent writing skills and grant-writing/grant-researching experience desired.

### Responsibilities

This individual will report to the FAF Director of Communication and will be responsible for the following:

- Familiarizing yourself with FAF's programs, projects and services.
- Researching and identifying foundations and grant providers based in and out of the US that would be relevant to FAF's mission and vision.
- Selecting appropriate grant schemes and applications.
- Compose proposals (grants, narrative grant sections).
- Compose letters of intent.
- Submission and tracking of foundation grants.
- Creating a workable database of all foundations and grant providers that have been looked into and/or applied for.

### Estimated hours:

Volunteer position hours are flexible and are available on a full or part-time basis; however a minimum of 15 hours per week is suggested.

### Required Skills/Experience:

- Bachelor's degree in Social Services, Public Affairs, Library Science/Research, Business Administration, Mass Communication or related field
- Minimum of 2 years grant writing or contract administration experience with a proven track record

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1 of 2

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of funded proposals.

- Must be a self-starter who can work independently.
- Fluency in English essential, other language proficiency would be advantageous.

## How to Apply:

To apply, please email a cover letter and résumé to [office@fermata-arts.org](mailto:office@fermata-arts.org) In your cover letter please share how volunteering compliments the rest of your life and how you can balance volunteer hours with other areas in your life. We are seeking candidates who are interested in a long term relationship with the Foundation. The complete interview process will require 3 references (with phone and e-mail address) and a background check.

[office@fermata-arts.org](mailto:office@fermata-arts.org)

[www.fermata-arts.org](http://www.fermata-arts.org)

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