



الاوركسترا الكندية العربية
The Canadian Arabic Orchestra

Job Description - CAO Grant Writer

About CAO:

The Canadian Arabic Orchestra is a professional not for profit organization dedicated to connecting audiences with classical Arabic music while celebrating the freedom and diversity of Canada's cultural landscape. The repertoire covers all parts of the Arab world and spans a time period that goes back to early Andalusia – sometimes with a Western Classical and Jazz twist. We help Canadians get in touch with the cultural roots of Arabic music.

Job Summary:

Grant Writer is primarily responsible for developing and writing grant proposals to foundations and other grant-making organizations, and will persuasively communicate CAO's mission and programs to potential funders. Reporting to Funding Lead, the Grant Writer will address donor objectives and priorities in writing grant applications, establish and maintain personal contact and relationships with foundation contacts, conduct prospect research, and maintain a calendar of submissions and other deadlines.

All information the grant writer will be privy to in any way during the course of their engagement with the CAO, shall be treated with confidentiality, and not shared with, or imparted to, either directly or indirectly, any third party.

Responsibilities:

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and corporate sources.

- Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
- Gather information necessary to report to corporate/foundation funders on current grant programs.
- Maintaining calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports
- Provide stewardship to current donors to provide regular written updates (newsletters etc) to corporate and foundation donors

Minimum Requirements:

- Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
- Able to comprehend grant priorities and objectives of individual donor organizations, and to tailor grant applications to address them.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- Strong contributor in team environments
- Able to work well in a team environment, handle multiple assignments and meet deadlines.

Anticipated time demands: occasional tasks, and up to two hours per day prior to large events.

Duration: positions are for one year terms, renewable annually.

Benefits: As a CAO volunteer you will make a positive impact on the orchestra's operations and the promotion of Arabic music. You will be exposed to other businesses and organizations, enjoy learning about the inner workings of a professional orchestra and be eligible for free concert tickets.

Apply: Please use the following link to access the application Form.

<https://goo.gl/forms/zxDb51pvM5TOCDbm2>