

# **GRANT WRITER**

## Job Description

No Jive Productions Inc. is seeking a **LOCAL GRANT WRITER** to help research and secure funds from foundations, local and national sponsors for our upcoming tour “Open Yo Eyes”, “His Double Life”, “Back To School Jam” and “We Our All One” project. This individual will be responsible for researching, budgeting, writing letters of intent, and developing an excellent proposal to foundations and corporations. This person must be able to multi-task, work under pressure and meet grant and foundations deadlines. This individual must pertain knowledge of the entertainment industry and must have two years or more successful experiences in acquiring funds and/or sponsorship from foundations and corporations.

### **Skills Requirements**

- Must have a two or four year college degree in English, Journalism, or have taken a Grant Writing Course.
- Must have excellent writing skills, (grammar, punctuation, spelling, etc.)
- Excellent communication skills.
- Must have the ability to convince
- Must be a team player
- Must be well organized and able to do follow-up on contacts.
- Must be excellent in Microsoft Word, Microsoft Publisher, and Microsoft Excel.

If idle time should occur, the employee is expected to take the initiative in assisting other departments with certain duties as assigned by the President/CEO and or Vice President.

**Position type:** Freelance

**Estimated Salary:** Commission

**Travel:** Yes

**Under Contract:** Yes

**Send Resume to:** No Jive Productions, Inc.  
Attn: Human Resources  
Job Code: GW-05  
PO Box 170767  
Miami FL 33017

**Or email:** [jobs@nojiveproductions.com](mailto:jobs@nojiveproductions.com)

Note: The job description above may be changed at any time with or without notice.