



## Grant Writer Job Description

### WHO WE ARE:

For 38 years, The Chicago Ensemble has brought a fascinating array of chamber works to Chicago audiences. Offering an innovative mix of familiar masterworks and lesser-known repertoire, performed in varied combinations of instruments and voice, The Chicago Ensemble occupies a unique place in Chicago's cultural life. Outstanding musicians from the Chicago Symphony Orchestra, Lyric Opera Orchestra, Chicago Sinfonietta and other distinguished area organizations are brought together as The Chicago Ensemble by Gerald Rizzer, Artistic Director and pianist. Through the *Discover America* competition for new chamber works, The Chicago Ensemble introduces Chicago audiences to innovative works by contemporary composers.

The Chicago Ensemble performs 10 subscription concerts per year, comprising five programs each in Hyde Park and the North Side. The group has often been featured on WFMT.

Learn more at: <http://thechicagoensemble.org/>

### DUTIES:

1. Understand the organization's history and programs.
2. Responsible for preparing, submitting, and managing grant proposals to foundations, municipal, government and corporate sources.
3. Perform prospect research on foundations and corporations to evaluate prospects for corporate and foundation grants.
4. Work with Board Members to gather information necessary to report to corporate/foundation funders on current grant programs.
5. Maintain calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports.
6. Comply with all grant reporting as required by foundation/corporate donors.
7. Maintain current records, including grant tracking and reporting.
8. Attend concerts

### TIME COMMITMENT:

10 hours/month