



# BalletX

## Grantwriter Job Description

BalletX, Philadelphia's premier contemporary ballet, seeks a Grantwriter to support the company's fundraising and institutional relations efforts. This position is per project, with a minimum of 15 projects per season.

BalletX, led by Artistic & Executive Director Christine Cox, is driven by a mission to produce original choreography that expands the vocabulary of classical dance for all audiences. The company is recognized as a "place of choreographic innovation" (*The New Yorker*) for producing over 120 world premieres by more than 70 choreographers in its 18-year history, a record "few companies can match" (*The New York Times*). BalletX offers a number of artistic and community initiatives designed to bring its home city of Philadelphia and the nation closer to dance, including mainstage performances at The Wilma Theater and The Mann Center for the Performing Arts, extensive touring, free pop up performances, and flagship in-school education program, Dance eXchange. Learn more about the company and dancers, named "among America's best" by *The New York Times*, at [www.BalletX.org](http://www.BalletX.org).

The Grantwriter will work closely with the Development department to prospect, track, and submit grant proposals and reports. Our ideal candidate will be proactive, forward thinking, and creative in identifying new grants. They will be an excellent writer who communicates complex ideas in relatable language, and they will be excited to learn about BalletX in order to best convey the company's vision, programming, and results in both applications and reports. We will prioritize applicants who research and introduce us to new funding opportunities, and who can serve as a creative and motivational partner in communicating the company's impact to current and prospective funders. Our ideal candidate will attend the company's performances and community events whenever possible, in order to experience the impact of our work in-person.

The hourly rate for this position will range from \$50-\$75, commensurate with experience.

### Responsibilities (including but not limited to):

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- Research and communicate new grant opportunities and prospects to the BalletX team
- Actively engage and motivate the BalletX team in identifying institutional funding opportunities for current and future programming
- Draft, edit, and submit compelling funding proposals for various BalletX programmatic and operational opportunities
- Draft, edit, and submit detailed grant reports that accurately and holistically convey BalletX's impact and gratitude to funders
- Maintain the company's Grant Application & Report dashboard in PatronManager, and actively communicate deadlines with the BalletX team
- Attend BalletX's performances and community events whenever possible

### Qualifications

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- 3+ years of experience as a nonprofit grantwriter, with an arts concentration preferred
- Proven success in securing impactful grants in Philadelphia and surrounding regions
- Exceptional written and verbal communication skills
- Positive, professional, and proactive attitude with strong creative problem solving skills
- Organized, reliable, and detail-oriented
- Experience with PatronManager is preferred, but not required

### To Apply

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Please email your cover letter, resume, three relevant writing samples, and three references to Megan O'Donnell at [modonnell@balletx.org](mailto:modonnell@balletx.org) with the subject line: Grantwriter Inquiry.