



Volunteer Grant Writer

About Anteros

The Anteros Arts Foundation is a charity for education and the promotion of the arts in Norfolk. Housed in an ancient Tudor merchant's house that is grade 2* listed, we teach short courses in fine art skills alongside the eight-month Anteros Arts Diploma, hire out rooms and hire out gallery space for a rotating programme of exhibitions from local artists.

The Role

We are looking for a volunteer to develop and write grant proposals to grant-making organizations and will persuasively communicate Anteros' mission and programmes to potential funders. The Grant Writer will assemble and submit grant requests, establish and maintain personal contact and relationships with granter contacts, conduct prospect research, and maintain a calendar of submissions and other deadlines.

Responsibilities:

- Work with team to identify and create list of grant-making organizations to approach
- Develop/write grant proposals to foundations and grant-making organizations
- Assemble/submit grant requests, including letters, proposals, budgets, and presentations
- Conduct prospect research
- Report progress in grant research, grant submission and outcome to General Manager

Key Skills

Previous grant writing and fund raising experience
Excellent research, writing and communication skills
Self motivated, reliable and organised

Time Commitment

This role requires minimum half day a week, with potentially more when deadlines are approaching

What's in it for you?

Full training and induction
Supporting a local arts charity

How to Apply

Please email anterosfoundation@gmail.com to request a volunteer application form.

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