



## BCAT seeks Grants Manager

Buffalo Center for Arts and Technology (BCAT) is seeking a full/part-time Grants Manager to oversee BCAT's grant program. The successful candidate will have proposal/technical writing experience and knowledge of the WNY foundation and corporate philanthropic landscape. The Grants Manager will report directly to the Director of Development and will work closely with the CEO, Operations Director, Marketing and Communications Manager and program staff. This is a part time position with the potential to become full time.

Hours are flexible, but generally 9:00am - 5:00pm, Monday through Friday.

Interested candidates should submit a resume, cover letter, names and contact information for three references and a writing sample (preferable technical or past awarded grant proposal) to [eeisenhauer@bufcat.org](mailto:eeisenhauer@bufcat.org). Applications will be accepted until the position is filled. Interview will begin April 12, 2021.

### Essential responsibilities:

- Manage all aspects of planning, writing and submitting grant applications to foundation, government and corporate funders
- Conduct research and identify new viable funding sources with focus on national foundations and federal funding
- Track, write and submit interim and final reports on funding
- Support key communications efforts by serving as department liaison to collect documentation, data and other critical information for storytelling purpose
- Prepare and distribute press releases on the organization's behalf; and monitor media coverage
- Provide social media support and development content recommendations that will enhance BCAT's profile
- Attend funder meetings and complete ongoing professional development to maintain high skill and knowledge levels

### The right candidate will have:

- Bachelor's degree in English, marketing and communications, journalism or related field; or 5+ years' experience, Master's degree welcome
- Strong written communication skills; ability to write clear, structured, articulate and persuasive proposals
- Strong editing skills
- Attention to detail
- Ability to meet deadlines
- Knowledge of basic fundraising techniques and strategies
- Knowledge and familiarity with research techniques for fundraising
- Strong contributor in team environment
- Experience with G Suite and CRM (Salesforce preferred)

BCAT is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. BCAT seeks to recruit, develop and retain the most talented people from a diverse candidate pool.

Buffalo Center for Arts and Technology (BCAT) offers tuition-free, healthcare-focused workforce development programs for adults to gain new career skills, new jobs and economic independence, as well as year-round afterschool arts and technology programs for high school youth in Buffalo to harness their creativity, talent, and skills to graduate high school with a postsecondary plan. BCAT's adult workforce graduates have a 90% rate of employment and 100% of BCAT seniors graduate from high school. Additional information about BCAT can be found at [buffaloartstechcenter.org](http://buffaloartstechcenter.org).