



Job Title: Grant Writer

Reports to: Executive Director

Status: Full-time equivalent, Salaried, Non-Exempt, 25 hrs/week

Location: Remote/Hybrid with optional shared office space available at 11009 Warwick Blvd, Ste. 215, Newport News, VA 23601

Salary: \$30,000 annually

To Apply: Submit a resume, cover letter, two grant writing samples, and three professional references to contact@soundscapeshr.org. Review of applications will begin immediately and continue until the position is filled.

Soundscapes is committed to a diverse work environment. We highly encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status, or other statuses protected by law.

Organizational Overview

Soundscapes is a nonprofit youth development organization that uses music education and ensemble performance to inspire and empower students from under-resourced communities. Soundscapes programs help children build life skills through the transformative power of music. Founded in 2009 in Newport News, Soundscapes now serves over 300 students annually, ages 7 to 25. Soundscapes is growing and recently launched a new pilot program in the Greater Richmond area.

Position Summary

The Grant Writer plays a vital role in advancing Soundscapes' mission by securing and stewarding grant funding that supports the organization's programs and strategic initiatives. This position is responsible for researching funding opportunities, preparing compelling grant proposals, coordinating supporting documentation, and ensuring timely submission of applications and reports.

Working closely with the Executive Director and Development team, the Grant Writer develops a comprehensive grants calendar, monitors grant compliance, and maintains accurate records throughout the grant lifecycle. The ideal candidate is an exceptional writer with strong organizational skills, attention to detail, and the ability to manage multiple deadlines while communicating the impact of Soundscapes' work through compelling narratives.

Key Responsibilities

Grant Research & Prospecting

- Research and identify foundation, corporate, government, and other grant opportunities that align with Soundscapes' mission and strategic priorities.
- Evaluate funding opportunities and maintain a pipeline of prospective grants.
- Monitor grant databases, funder announcements, and philanthropic trends to identify new funding sources.

Grant Writing & Submission

- Write, edit, and submit compelling grant proposals, letters of inquiry, and supporting application materials.
- Collaborate with staff to gather program data, budgets, outcomes, and supporting documentation needed for applications.
- Ensure all grant submissions are accurate, complete, and submitted by required deadlines.
- Tailor proposals to align with each funder's priorities, guidelines, and requirements.

Grant Administration & Reporting

- Maintain a comprehensive grants calendar tracking application deadlines, reporting requirements, and award timelines.
- Track the status of submitted applications and maintain accurate grant records.
- Prepare and submit timely grant reports and other required documentation for awarded grants.
- Assist with grant compliance by monitoring reporting requirements and coordinating information from program and finance staff.
- Maintain organized electronic grant files and documentation.

Preferred Qualifications

- Bachelor's degree or equivalent professional experience.
- Two or more years of experience in grant writing, nonprofit development, or a related field.
- Demonstrated success securing grant funding from foundations, corporations, or government agencies.
- Exceptional writing, editing, and proofreading skills with strong attention to detail.
- Excellent research, organizational, and project management skills.
- Ability to manage multiple projects and meet competing deadlines.
- Experience interpreting grant guidelines and preparing detailed proposals and reports.

- Proficiency with Google Workspace and Microsoft Office programs; experience with donor or grants management software such as Instrumentl is preferred.
- Ability to work independently while collaborating effectively with staff across departments.
- Passion for arts education, youth development, and the mission of Soundscapes.

Work Schedule

- Flexible 25-hour work week completed independently as workload permits.
- Required participation in weekly administrative meetings, bi-weekly Development Team meetings, and bi-weekly check-in meetings with the Executive Director.
- Remote/hybrid work environment, with optional shared office space in Newport News if desired.

Compensation & Benefits

- Flexible work hours
- Collaborative, mission-driven team culture
- Paid holidays, vacation, and sick leave
- Dental and retirement benefits are available