



Art In Action Grants Specialist (Independent Contractor)

[Art in Action](#) (AiA), a leading visual arts education nonprofit organization, is seeking an experienced, creative, collaborative Grants Specialist to support grant fundraising efforts and drive mission growth. Art in Action empowers children through art education, we believe “*every child deserves art*” - join us if you want to help make a difference in youth education!

Responsibilities:

- Writing and completing applications for new and renewal grants
- Research and identify new grant opportunities (Corporate, Federal, State, Private)
- Track proposals and reports for grants
- Write and submit grant reports
- Collaborate with team members to gather information and data to complete grant writing process

Skills and experience:

Required:

- 3+ years of proven success in securing grant and foundation funding
- Excellent written communication and verbal skills
- Excellent organizational skills, attention to detail
- Proficiency with Mac or PC, MS Office, Google Suite

Other desired experience or skills:

- Supports the belief that arts education is a critical component of youth development
- Enjoys working in a small, collaborative, team environment

Position type: Part-time, Independent Contractor, Remote or Hybrid

Work hours: 20-30 hours per week, unless otherwise agreed upon.

Compensation: \$50/hour

Art in Action is proud to be an equal opportunity workplace. We celebrate diversity and are committed to maintaining an inclusive environment for the benefit of our employees and our community.

Interested parties submit cover letter, resume, and references to Mary Carbullido, mary@artinaction.org