



Media. Arts. Education.

Position Title: Grant Writer

Location: Remote, but need to live in the NYC area to attend occasional in person events

Time Commitment: Part-time, approximately 20 hours/month

Education: Bachelor's degree or higher

Experience: minimum 3+ years' experience in arts or youth services grant writing

Compensation: \$30-\$40/hour

Start Date: 10/30/23

Application deadline: 10/13/23

Magic Box Productions, Inc. seeks a Grant Writer to assist in expanding its institutional funding during an exciting period of growth for the organization. The Grant Writer will research opportunities, prepare and manage foundation, corporate and government grant applications, reports, and donor relations.

Magic Box Productions, Inc. (MBP) is a 501(c)3 non-profit based in Pleasantville, NY, which provides hands-on media arts programs with professional media artists to underserved K-12 schools and community venues throughout New York City and Westchester County.

The Grant Writer responsibilities include:

- Research, identify and cultivate new funding prospects
- Develop and prepare proposals/applications and budgets for funding in consultation with the Executive Director
- Draft and submit activity reports for grants received
- Track and maintain accurate calendar for deadlines and requirements for renewals, prospects and reporting
- Assist MBP with donor cultivation activities
- Proficient in Google Suite
- Assist with fundraising events as needed

A Bachelor's degree and a minimum of 3 years' experience in successful grant writing and development are required. Excellent writing, computer skills, attention to detail, and ability to be flexible, work independently, and meet strict deadlines are a must. Knowledge of local, state and national funders, media arts and arts education, as well as familiarity with research tools and online applications are important. This position reports to the Executive Director. Magic Box Productions, Inc. is an Equal Opportunity Employer.

To Apply: Please send a cover letter and resume to Alicia Benedetto, Operation Director, at ab@magicboxproductions.org. References and writing samples will be required for final candidate. Please no phone calls.