

**Grants Writer and Manager  
Salem Art Association  
Job Description**



**OVERVIEW OF THE SALEM ART ASSOCIATION**

Located in beautiful Bush's Pasture Park, the Salem Art Association (SAA) is a nonprofit, membership organization dedicated to art education, art appreciation, and historic preservation in Salem. Founded in 1919, SAA has grown to become one of the largest community arts organizations in Oregon.

Over the past 100 years, SAA has had a profound impact on the community by bringing nationally and internationally acclaimed artists to Salem, and by being a leader in arts education. Headquartered in the Bush Barn Arts Center, a fully renovated, city owned, historic building, the Association runs an ambitious array of programs and events:

**Art Exhibitions** – The Salem Art Association provides the public a variety of art experiences through continual exhibitions in three galleries and a gift shop, all located in the Bush Barn Art Center.

**Arts Education** – The Community Arts and Education Program provides a unique, hands-on approach to learning through the arts by placing teaching artists into classrooms in Polk, Marion and Yamhill Counties, providing direct student instruction as well as teacher training.

**Salem Art Fair & Festival** – For seven decades, the Salem Art Association (SAA) has been successful in drawing tens of thousands of attendees to the Salem Art Fair & Festival, with visitors coming from across Oregon and all over the U.S. to visit Salem the third weekend in July. In 2019, the Salem Art Fair & Festival celebrated its 70th anniversary, a testament to its longevity and its importance in the community, while also attesting to its continued impact on tourism by drawing 35,200 fairgoers with 41% coming from outside of Salem.

Adjacent to the Arts Center is the **Bush House Museum**, an 1878 Victorian home, which displays an extensive collection of nineteenth century fine and decorative arts. The buildings of the Bush House, Bush Barn, and the conservatory form one of the most complete Victorian farm complexes in the Willamette Valley. Bush House Museum is a collaborative partner to the Bush Barn Art Center.

Please explore our website for a full description of our activities: [www.SalemArt.org](http://www.SalemArt.org)

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## **POSITION OVERVIEW**

Title: Grants Writer and Manager  
FTE: Part-time, 10-20 hours per week  
Reports to: Executive Director

## **POSITION DESCRIPTION**

- Responsible for the solicitation and stewardship of grants from grant-making organizations (foundations, corporations and government entities) for the Salem Art Association (SAA), including researching grants opportunities, writing proposals, and preparing reports for grants received.

## **RESPONSIBILITIES (list not inclusive)**

- Acquire and maintain knowledge and understanding of SAA and its activities
- Research grant-making organizations and analyze them to identify likely funding sources for specific projects and programs
- Keep SAA staff apprised of potential funding opportunities when they are announced
- Compile, write, and edit grant applications or assist program staff with these tasks
- Develop proposals in accordance with each grant maker's preferences and guidelines
- Manage the process of supplying progress reports and final reports to the grant maker
- Initiate and maintain positive relationships with key personnel at grant-making organizations
- Initiate communications with new grant-making organizations
- Coordinate meetings between the executive director and representatives of the grant maker when appropriate
- Develop and maintain annual solicitation and reporting calendar
- Assist in editing and writing for various organizational materials
- Other duties as assigned

## **MINIMUM QUALIFICATIONS**

- Bachelor's degree
- Three to five years of direct experience and/or three years of related experience, as determined by the Executive Director.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of grant application process and writing of applications
- Knowledge of various grant programs available for arts organizations
- Excellent organization skills
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Ability to work under pressure to meet deadlines for grant opportunities
- Ability to research grant opportunities available
- Ability to travel when required for research and training
- Ability to participate as a team player to coordinate grant projects
- Ability to provide necessary documentation to support grant requirements
- Ability to read, interpret and apply laws, rules and regulations
- Ability to plan, prioritize and coordinate multiple projects
- Ability to gather, analyze, and evaluate a variety of data

**OTHER**

- Location: Salem, Oregon
- Please, no phone calls
- Applications received until position is filled; screening will begin immediately

**TO APPLY:**

Email a cover letter and resume to: [dia@SalemArt.org](mailto:dia@SalemArt.org)

- *Please put "Grants Writer and Manager" in the email subject line*