

ARTISTIC
FREEDOM
INITIATIVE

AFI SEEKS CONTRACT GRANT WRITER - SUMMER 2022

Contract: Temporary, Part-Time (15-25 hours per week)

Location: Remote

ABOUT AFI

Led by immigration and human rights attorneys, Artistic Freedom Initiative (AFI) facilitates pro bono immigration representation and resettlement assistance for international artists who are persecuted or censored.

Dedicated to safeguarding the right to artistic freedom, AFI was founded on the notion that artists are uniquely situated to positively and powerfully effect change, provided their voices can be heard. As artists are increasingly censored, imprisoned, restricted from moving freely across borders, tortured, or even killed, it is more critical than ever that we safeguard the right to artistic freedom and zealously champion the courageous artists who exercise it.

To this end, AFI directly assists artists who have experienced persecution, censorship, or other restrictions on their freedom of expression, and supports artists who have demonstrated a commitment to advancing progressive social change and fundamental human rights.

We work with immigrant artists to champion art produced in exile, advance creative cultural exchange, improve conditions for artists in their home countries, and safeguard their ability to express themselves creatively through the arts.

POSITION DESCRIPTION

AFI is seeking a contract grant writer to assist staff with strategic research and grant writing during the upcoming Summer 2022 grant cycle. AFI relies on institutional grants to fund its important work safeguarding artistic freedom and advancing fundamental human rights. We are looking for a highly-motivated, resourceful, detail-oriented, articulate, versatile, and socially conscious individual to join our team on a part-time, contract basis. The ideal candidate is committed to human rights and the arts, is comfortable self-directing in a dynamic environment and can work well as part of a small but fast-paced team.

Responsibilities include, but are not limited to:

- Researching grant opportunities in the areas of arts, culture, human services and human rights for 2022 and 2023.
- Presenting potential grant opportunities to the AFI team.

- Developing cohesive and persuasive narratives, articulating AFI's mission and achievements and detailing the proposed project, while tailoring narratives to match the institutional funder's interests and centering the eligibility criteria throughout.
- Developing project budgets, with input from AFI staff.
- Undertaking a detailed assessment of grantmaking policies, terms and conditions, reporting and compliance.
- Preparing interim and final reports in respect of previously awarded grants.

This position will be conducted remotely.

REQUIRED QUALIFICATIONS

- 5+ years experience successfully applying for institutional grants on behalf of nonprofit organizations;
- Strong written communication skills;
- Demonstrated strategic research abilities;
- Highly organized and extremely detail oriented;
- Self-motivated and resourceful;
- Works well independently and as part of a small team;
- Demonstrated ability to multitask, track timelines and deadlines, and prioritize projects in a fast-paced environment;
- Experience working in/with small-to medium nonprofit organizations;
- Strong computer skills, including familiarity with Microsoft Office and/or Google applications; and
- Excellent proofreading skills.

PREFERRED QUALIFICATIONS

- Experience working on grants in the areas of arts, culture, human services and human rights.
- Experience preparing interim and final reports in respect of previously administered grants.

SALARY:

- \$30/per hour

WORK AUTHORIZATION:

- United States (Required)

Please apply by sending a single PDF document, containing a cover letter and resume, and saved as “Last Name, First Name: Contract Grant Writer” to sofia@artisticfreedominitiative.org. Applications will be reviewed on a rolling basis.