



Job Title: Grant Coordinator
Organization: Soundscapes
Location: Newport News/Remote option
Job Type: Part-time, 24 hours per week
Reports to: Development Director

About Soundscapes:

Soundscapes is a nonprofit organization with a mission to invest in our communities through immersive, engaging music-making, and ensemble performance opportunities for young people. We use music education to strengthen social, emotional, creative, and critical thinking skills among youth, fostering a love for music and providing them with valuable life skills.

Responsibilities:

- Research and identify grant opportunities from various sources, including government agencies, foundations, and corporations.
- Develop compelling grant proposals, including budgets, narratives, and supporting documents, that align with Soundscapes' mission and programs.
- Collaborate with program managers and leadership to gather necessary information and data for grant applications.
- Manage the grant application process from start to finish, including submission, follow-up, and reporting requirements.
- Maintain a comprehensive database of grant opportunities, submissions, and outcomes.
- Stay updated on grant trends, best practices, and funding opportunities relevant to Soundscapes' mission and programs.
- Facilitate relationships with grant-making organizations, donors, and funding partners.
- Assist with other fundraising activities and initiatives as needed.

Qualifications:

- Proven experience in grant writing, with a successful track record of securing grants for nonprofit organizations.
- Excellent writing, editing, and communication skills, with the ability to craft compelling narratives and proposals.
- Strong research and analytical skills, with the ability to gather and synthesize data effectively.
- Attention to detail and ability to manage multiple projects and deadlines simultaneously.
- Proficiency in grant management software, Microsoft Office Suite, and Google Workspace preferred.
- Knowledge of nonprofit fundraising strategies and best practices.
- Ability to work independently and collaboratively in a fast-paced, dynamic environment.
- Bachelor's degree in communication, nonprofit management, or a related field preferred.

Pay & Benefits:

- \$25,000-\$30,000/annual salary (dependent on experience)
- Dental Insurance
- SIMPLE IRA with company match up to 3%
- 5 days of paid vacation/sick/personal
- 12 company-observed holidays per year

How to Apply:

Please submit your resume or CV and cover letter to the Soundscapes Development Director:

Sara Balgoyen

sbalgoyen@soundscapeshr.org

757-273-6178 ext 8

Soundscapes believes that all people are entitled to equal employment opportunities. We do not discriminate against employees or applicants on the basis of age; national origin; physical or mental disability; biological sex; gender expression; pregnancy, childbirth, and related medical conditions; race; color; religion; sexual orientation; genetic information; marital status or any other characteristic protected by state or federal law.

Join us at Soundscapes and be part of a team dedicated to making a positive impact in the lives of young people through music and creative expression!