



Chelsea Opera seeks a part-time, self-motivated, seasoned **Grants Specialist** who will be responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundations, corporations and government agencies. Since its beginning in 2004, Chelsea Opera has produced the world premiere of Matthew Harris's *The Mark of Cain*, as well as four U.S. and regional premieres. It is the recipient of two NEA grants, the first for the Quincy Massachusetts performance of Gary Fagin's *A Distant Love: Songs of John and Abigail Adams* and more recently for this fall's revival of Tom Cipullo's *Glory Denied*. The company provides opportunities and encouragement to both emerging and established singers, performers, instrumentalists, designers and others, many of whom have gone on to major careers in the U.S. and abroad. It currently produces two mainstage operas with chamber orchestra and one or more concerts annually.

**Responsibilities:**

- Research untapped sources among private foundations, corporate foundations and smaller family foundations to provide funding for general production support, project support and administrative support.
- Write thank you letters and interim/final reports to current and new funders.
- Write letters of inquiry, grant requests and proposals to prospective funders including renewals to current funders.
- Coordinate materials to supplement grant requests, i.e., budgets, Board of Directors lists, letters of support, production materials, etc.
- Assist the Board of Directors and General Manager/Artistic Director in identifying fundable projects or segments of projects.
- Oversee the recording, processing and acknowledgment of grants.
- Provide stewardship to current and prospective funders.
- Assist with other fundraising projects and events as requested.
- Have an understanding of institutional history and programs.
- Provide financial information needed to generate budget projections.
- Meet with the Board of Directors to provide the status of all current and prospective funders.

**Knowledge and Skills:**

- Strong written communication skills and the ability to write clear, structured, articulate, and persuasive proposals.
- Strong editing skills.
- Attention to detail.
- Ability to meet deadlines.
- Knowledge of fundraising information sources.
- Experience with proposal writing and institutional donors.
- Knowledge of basic fundraising techniques and strategies.
- Knowledge and familiarity with research techniques for fundraising prospect research.

Applicants should send a cover letter, resume and list of references to: [info@chelseaopera.org](mailto:info@chelseaopera.org).

Chelsea Opera  
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[www.ChelseaOpera.org](http://www.ChelseaOpera.org)