



## **Company One Theatre: Grant Writing Associate**

Company One Theatre is seeking a motivated individual to join the organization as the Grant Writing Associate. This is a 15 hour/week position that can be fully remote or hybrid in-person/remote.

This position will:

- Use strong analytical and storytelling skills to draft compelling grant proposals and supporting documents for private foundations and other funding sources
- Work with the Company One Development Consultant to manage the application process for all assigned grant proposals according to foundation/application deadlines
- Build relationships with program staff across various departments to accurately and comprehensively describe C1 programs and outcomes in written form
- Collaborate with Development staff to research local and national foundation, government, and corporate funding prospects
- Attend bi-weekly Grant meetings and one-on-one check ins with C1 Development Consultant to discuss ongoing projects, priorities, and funding opportunities

### **REQUIREMENTS:**

- Passion for Company One Theatre's mission, stake holders and programming
- Excellent writing, copy-editing, research, and communication skills
- Previous grant writing experience and/or familiarity with non-profit arts funding is preferred
- Highly organized and detail oriented, with strong time management and project management skills
- Ability to work on multiple projects, both independently and collaboratively with a team
- Excellent interpersonal and relationship building skills
- Comfortable with and excited by new technology, software, and web-based platforms
- Ability to work a flexible and variable schedule depending on organizational needs and project deadlines

**COMPENSATION:** \$25-30/hour, commensurate with experience

## HOW TO APPLY

Not sure you meet all our qualifications? Research shows<sup>i</sup> that men apply for jobs when they meet about half of the criteria, but women and people who are systemically marginalized tend to only apply if they meet every requirement. If you believe that you should be considered for this role we encourage you to apply. Whether you're new to the arts, returning to work after a gap in employment, or simply looking to transition into a new field, we will be glad to receive your materials. Please use your cover letter to tell us more about yourself and about your interest in the arts and this role.

Please submit your resume and cover letter to:

Sarah Cohan, HR Manager

[employment@companyone.org](mailto:employment@companyone.org)

Include "Grant Writing Associate" in the subject line.

## ABOUT COMPANY ONE THEATRE

**MISSION:** Company One Theatre builds community at the intersection of art and social change.

**VISION:** A Boston defined by justice, equity, and artistic innovation.

**MANIFESTO:** Welcome to our community, where every audience member, artist, student, and supporter has the opportunity to fight for social justice. At C1...

- We strive to create intentional, authentic theatrical experiences that uniquely integrate content, style, space, and community.
- We amplify new stories and adventurous theatrical forms to define what's next in the American theatre.
- We focus on growing our students' authority, voice, and point of view, while developing artists into the next generation of change-makers.
- Our work is responsive to what's happening in our city, nation, and world.
- We work towards justice by challenging inequity and oppressive systems.
- Innovation, forward thinking, and collaboration lead the way.
- We center our work on reciprocal relationships with community partners.
- Representation is an act of social justice.
- Our growth is motivated by questioning the status quo, internally and externally.
- We strive for artistic excellence as defined by our collective community.

---

<sup>i</sup> <https://hbr.org/2014/08/why-women-dont-apply-for-jobs-unless-theyre-100-qualified>