



the watermill center
a laboratory for performance

robert wilson, artistic director

www.watermillcenter.org

JOB SPECIFICATION

Grantswriter

DESCRIPTION

To play a lead role in establishing Watermill's partnerships with key institutional funders, both in the US and abroad. This will be the first senior level position in grantwriting and will be responsible for creating new institutional partnerships and improving old ones. It is key to position Watermill's Humanities, Education, Outreach, and Residency programs as attractive options for funders interested in identifying new models and ways of creating. This is an energetic, fast-paced team with ambitious program and is perfect for those who like working as team with strong cross-disciplinary skills. Based primarily in the NYC office, this role reports to the Directors, Jorn Weisbrodt and Sherry Dobbin and can be discussed as part-time or full-time.

Key Responsibilities

- Identify, qualify and approach new institutional funders from across disciplines and focus areas
- Position Watermill's Humanities, Education, Outreach, and Residency programs as attractive options for funders interested in identifying new models and ways of creating
- Work with the Directors to identify new funders and build upon existing foundation relationships
- Research connectivity amongst the Board Members and potential institutional funders.
- Implement and retain solid development office best practices and work planning
- Working with the Directors and Founder on Foundation-giving capital campaign development inclusive of building, legacy and endowment campaigns
- Increase the visibility and awareness of Watermill within the US institutional funder circles and grow the support of Watermill as an artistic home for the next generation of inter-disciplinary performance artists

Requirements

- A bachelor's degree and 3-5 years experience in a development office with demonstrated success in securing first time grants as well as renewals, and in packaging programs to appeal to non-traditional funding streams
- Demonstrated poise and comfort in dealing with high-level artists and major donors
- Knowledge of Robert Wilson's work and a demonstrated interest and comfort in multi-disciplinary frameworks
- Fiscally numerate and experienced in project and proposal budgeting and financial reporting
- Excellent communication skills – a passionate writer, a clear and concise correspondent, a thorough and highly polished presenter
- A team player with a "can do" attitude, sense of humor and flexibility

Please send a letter of interest and resume to Sherry Dobbin, Director at sherry.dobbin@watermillcenter.org