



## **About The Alcove Centre for the Arts**

The Alcove Centre for the Arts is a nonprofit organization based in Calgary, AB that is aimed at making art more accessible in the community and to support the local arts industry.

Our main activities include hosting live performances and public events, facilitating workshops teaching all types of artistic mediums, and curating a Collaborative Arts Space, a place for anyone to come hang out, be social, and get creative!

We are a young organization that is primarily volunteer-run and need support in our fund development efforts.

## **About the Role**

The Fund Development Coordinator/Grant Writer will be responsible for supporting The Alcove's fund development efforts by seeking funding opportunities and writing grant applications.

This is a great opportunity to make a significant impact for a fast-growing organization in Calgary's nonprofit and arts communities.

*This is a **volunteer position** with the possibility of turning into a paid position in the future.*

### **Responsibilities include, but not limited to:**

- Seek grants and other funding opportunities for the organization
- Support the grant application process including reporting and establishing best practices
- Work with team members to develop and execute an effective funding strategy
- Attend weekly meetings

### **Must Have Skills/Qualities:**

- 2+ years experience with the grant application process (writing, reporting)
- Proficient with Google Docs, Sheets
- A willingness to learn and make an impact to the organization

### **Nice to Have Skills/Qualities:**

- Experience with grant management software
- An interest in Calgary's local art scene/industry

**Work Conditions**

Our Operations Team currently operates remotely but we are planning to move into a physical office in Downtown Calgary in the near future. This is a fully remote position.

We are looking for someone who can commit a minimum of 5-10 hours per week (flexible hours except scheduled meetings).

You must have your own laptop/personal computer.

*Please email a resume and cover letter to [info@alcoveartscentre.ca](mailto:info@alcoveartscentre.ca) with the subject line "Fund Development Coordinator Application" to apply.*