

Friends of the Gamelan, Inc.

Position Description: Grant Writer

Reports to: FROG Board of Directors

Required Hours: Part time, 2-4 hours per month

About the Organization

Friends of the Gamelan (FROG) invites Chicagoans to experience the rich performing arts of Indonesia. Two performing gamelan ensembles—respectively dedicated to Balinese and Javanese music—comprise the organization. A gamelan is a uniquely tuned melodic ensemble of metal percussion instruments, xylophones, a two-string fiddle, a zither, a flute, and singers. A set of drums completes the core ensemble. Beginning in 1980, FROG focused on Javanese gamelan, until it merged with Chicago Balinese Gamelan in 2023. FROG’s gamelan studio is located at Morgan Arts Complex, 3622 S. Morgan Street, Chicago.

Position Overview

Friends of the Gamelan is seeking an experienced Grant Writer who can research, identify, and submit applications to both legacy and new donor organizations. (Note: legacy donor organizations are defined as the City of Chicago Department of Cultural Affairs and Special Events, Illinois Arts Council, and American Indonesian Cultural & Educational Foundation.)

This position is ideal for someone passionate about supporting the arts, with strong administrative and communication skills. This position will work approx. 2-4 hours/month with extended hours, as needed, to support grant submission and other grant maintenance deadlines. Additional hours may be needed to support exceptional opportunities that may arise. These additional hours must be first approved by Board President or designate.

Specific Duties and Responsibilities

- **Grant Applications:** Submits grants applications to legacy donor organizations (see above). Works with board member(s), as needed, to draft applications.
- **New Grant Opportunities:** Identifies new grant opportunities using, for example, the Internet, professional contacts, and other references, as needed. Target: at least 5/year.

- **Grant Maintenance:** Tracks the due dates, if applicable, of regular (e.g., quarterly, biannual, etc.) reports required by the donor organizations. Works with board member(s), as needed, to assemble and submit required paperwork (e.g., W-9 forms, certificate of insurance, current budget report, etc.). Submits the paperwork by its due date. Tracks and reports to the Board the report status.
- **Grant Tracking:** Creates and maintains spreadsheet that tracks the reports FROG owes to the donor organization and when the reports are due.
- **Grant Paperwork Filing:** Works with Board member(s), Artistic Directors, or Board delegate to ensure all grant paperwork is filed in FROG's central file.
- **Communication to FROG Board:** Sends a bimonthly report of activities to the Board President or designate. If requested, attends the bimonthly board meeting.

Qualifications:

High School or GED equivalent degree, BA/BS preferred.

2-5 years' experience in grant writing or nonprofit administration preferred.

Strong organizational and English language verbal and writing skills.

Skilled in use of software such as Word, Adobe, Excel. Familiarity with promotional design tools (e.g., Canva, Adobe Creative Suite) is a plus.

Owens a laptop computer with Wi- Fi connection to internet.

Ability to work independently and manage multiple tasks.

Passion for the performing arts and a desire to contribute to our mission.

Compensation: \$70-\$80/hr., based on experience

To Apply:

Please send your resume and a cover letter to info@chicagogamelan.org with the subject line "Grant Writer Application."