EXTERNAL RELATIONS ASSOCIATE

OVERVIEW
Fractured Atlas is seeking someone with stellar written communications skills to join the External Relations team. The position is new to the organization and will be primarily charged with drafting copy for everything from grant and contract proposals to blog posts and press releases. The External Relations Associate will work closely with the Director of Development, the Deputy Director and program directors.

We seek candidates who are committed to helping artists function more effectively as small businesses and believe in the transformative power of technology. The majority of our staff are, or were, artists who have chosen to serve the community at large by working at Fractured Atlas.

PRIMARY DUTIES & RESPONSIBILITIES:
- Write grant and contract proposals and reports for corporate, foundation, government and other entities;
- Draft copy for press releases, blog posts, e-news articles, and other social media platforms; and,
- Manage project timelines.

SECONDARY DUTIES & RESPONSIBILITIES
- Research and identify prospective funders;
- Assist in planning and development of cultivation materials;
- Data management in custom database (includes data entry, queries, and reports);
- Coordinate and implement mass mailings (including mail merges);
- Perform other External Relations team duties as needed; and,
- Work with the rest of the Fractured Atlas team to further our mission and programs as opportunities arise.

IDEAL CANDIDATES WILL POSSESS:
- Exceptionally strong writing skills with a meticulous attention to detail;
- Excellent proof-reading abilities;
- Three or more years of professional grant writing experience preferred;
- Must be comfortable working in a very fast-paced environment; ability to manage multiple projects and deliver an impeccable work product while adapting to frequent, rapid changes.
- Attention to detail while maintaining speed and accuracy;
- Experience designing and reporting on grant budgets;
- Previous experience working in a multi-person fundraising or external relations office is a plus.
- Self-motivated and hyper-organized with the ability to manage responsibilities independently while working with a small, tight-knit staff.
- Proficiency with Microsoft Office and experience with web-based software a must.

SALARY AND BENEFITS:
Starting salary is $43,035. Benefits include health insurance, employer-contributed 401K plan, TransitChek, professional development and ticket allowance, vacation, sick and personal days, and a casual but hard-working, friendly and supportive office environment. Fractured Atlas is an equal opportunity employer.
TO APPLY:
To be considered for the position, please email the items below in one PDF-formatted file with your name as the filename to Tim Cynova, Deputy Director at jobs@fracturedatlas.org. Include “External Relations Associate” as the email’s subject line.

1. A substantive cover letter including the following information: your interest in the position and the organization, what you will bring to the position and Fractured Atlas, why you are the ideal candidate, the date you are available to start, and three professional references.
2. A résumé no longer than (2) pages outlining your educational and professional experience.
3. Two writing samples of at least (1) page each that demonstrate your breadth and flexibility as a writer.

Incomplete submissions will not be considered nor will submissions sent via postal mail or fax. No calls please (we mean it). Thank you!

Prospective applicants are strongly encouraged to review our website at www.fracturedatlas.org prior to submitting materials for consideration.


ABOUT FRACTURED ATLAS
FRACTURED ATLAS is the nation’s largest non-profit arts service organization with a multi-disciplinary membership of over 19,000 independent artists and arts organizations. Its core service areas include fiscal sponsorship, the nation’s only arts liability insurance program, health insurance navigation, professional development, and advocacy. Fractured Atlas’s Open Arts Network brings its programs and services to an audience of over 100,000 artists and arts groups nationwide. Its technology-based programs include Performing Arts Spaces and professional development through Fractured U. Fractured Atlas is developing ATHENA, an open-source software platform for the cultural sector, and Archipelago, a suite of online cultural asset mapping tools.