



March 2026

Job Title: Grant Writer

Reports To: Director of Institutional Advancement

Location: Katonah Museum of Art, Katonah NY, possibilities for hybrid work

Hours: 10-15 hours per week

Status: Freelance

Position Summary

We are seeking an experienced **Freelance Grant Writer** to help identify and secure funding for the Katonah Museum of Art's forward-thinking exhibitions, innovative education and community programs, necessary capital improvements, and general operating support. The ideal candidate has a strong track record in resource mobilization and proposal writing in the non profit and specifically in the arts/culture sector, excellent communication skills, and the ability to work independently while meeting deadlines.

Key Responsibilities

- Research and identify grant and funding opportunities from foundations, corporations, and government agencies.
- Prepare compelling LOIs, grant proposals, narratives, budgets, and supporting documents.
- Develop a grant calendar and manage deadlines for submissions and reports.
- Working closely with the Director of Institutional Advancement and other museum staff to gather project details, financials, and organizational information.
- Ensure proposals align with funder priorities and clearly articulate mission alignment, project goals, community impact, and evaluation plans.
- Maintain accurate records of submissions, awards, reporting requirements, and outcomes.
- Draft interim and final reports to funders as required.
- Other development operations projects as needed

Qualifications

- Proven experience writing successful grants for nonprofits; arts or cultural sector experience strongly preferred.
- Excellent written communication, research, and editing skills.
- Ability to translate program concepts into compelling written narratives.
- Familiarity with nonprofit budgets and financial documentation.
- Strong organizational skills; ability to manage multiple deadlines simultaneously.
- Self-motivated, detail-oriented, and comfortable working in the office and remotely.

Contract Details

- **Hours:** Project-based; varies by season and application deadlines. 10-15 hours per week.
- **Compensation:** Range is between \$75-\$85
- **Start Date:** April 2026

How to Apply

Please submit the following to jobs@katonahmuseum.org. Include:

- Resume or CV
- 1–3 writing samples (preferably funded proposals or excerpts)
- Brief cover letter outlining relevant experience

About the Museum

Established in 1954, the Katonah Museum of Art is a non-collecting institution accredited by the American Alliance of Museums. Dedicated to the promotion and understanding of visual art and cultural heritage through exhibitions and education programs, the KMA is committed to presenting exceptional art from across cultures and time periods. The KMA mounts three to four exhibitions annually, covering a broad range of art and humanities while responding to the most critical issues of our time through a bold and vigorous lens. The institution offers lectures, workshops, concerts, and other events for a general audience and presents innovative and substantive programs for over 100 member schools and its 30,000 annual visitors.

The Pollack Family Learning Center is the only interactive space in Westchester County where children can come on a daily basis to explore and create art. The Katonah Museum of Art serves as a welcoming and anchoring cultural institution within its local community, for all ages and backgrounds, as well as for frequent visitors from New York City, Westchester County, and the Tri-State Area.