

Grant Writer

Overview

The Grant Writer plays a vital role in supporting HTI's growth and sustainability by securing external funding. This role helps the theatre complete essential repairs and upgrades, expand production budgets, and strengthen HTI's long-term financial health.

Key Duties and Responsibilities

- Research available grants and other funding opportunities, including eligibility criteria and deadlines
- In collaboration with the Board of Directors, identify priority projects for grant funding and gather all required supporting documentation
- Write and submit compelling, accurate, and timely grant applications according to each funder's specifications
- Track application deadlines, submission statuses, and reporting requirements to ensure ongoing compliance
- Maintain a record of all grants applied for (successful and unsuccessful) to build institutional knowledge for future applications
- Communicate with granting bodies as needed to clarify requirements or follow up on submissions
- Provide updates to the Board of Directors regarding application progress, results, and reporting obligations

Time Commitment

- Estimated 5–10 hours per month, with higher commitment during active application or reporting periods

Accountability and Support

HTI's volunteer roles are designed to support the theatre's operations without overburdening any one person. Each role is responsible for ensuring the duties are completed—not necessarily by doing everything personally, but by recruiting volunteers or hiring paid support as needed (with Board approval). Volunteers are encouraged to take ownership of their role while maintaining a strong work-life balance. If unable to attend a scheduled event or fulfill a task, volunteers must arrange suitable coverage in advance.