



## Prescott Circus Theatre

1675 7th St. #24925, Oakland, CA 94615

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### **GRANT WRITER AND DEVELOPMENT CONSULTANT – Independent Contractor**

**Posted 9/15/2026**

Position: Grant Writer and Consultant  
Job Type: Part-time. Independent Contractor  
Location: Oakland, CA. Hybrid that includes in person meetings and remote work.  
Budget and Timeline: \$600 – \$850 / week. 10 – 15 hrs/week. 4-6 weeks. Potential for ongoing.

#### **About Prescott Circus Theatre** [www.prescottcircus.org](http://www.prescottcircus.org)

Prescott Circus Theatre provides safe environments that empower and engage Oakland youth, through circus and theater arts training, to develop the confidence and skills to thrive on stage, in school, and in life. This is accomplished through year-round, no-cost culturally affirming programs in partnerships with professional teaching artists, public schools, and other organizations. Since 1984, we have directed all our resources to promote and provide equitable access to quality art education experiences for Black, Brown, and All Children. Prescott Circus Theatre works with over 200 students at eight + Oakland public schools and in community settings each year. Annual productions include a spring showcase and summer performance series. Advancing students perform and make appearances at as many as 30 events year-round.

#### **Grant Writer and Consultant Description**

Prescott Circus Theatre is seeking a grant writer and consultant with at least 3 years of experience to support immediate projects over the next 4-6 weeks. Interested candidates should have demonstrated understanding and experience working within arts education and / or youth development sectors and experience crafting proposals and communications for foundations, government agencies, and individual donors. The consultant will work very closely with the Executive Artistic Director and draw from established practices and organizational messaging, program information, and proposal language to complete immediate projects and initiate mid-to-long term endeavors.

#### **Tasks Include.**

- Assist with re-devising grant calendars and workplans
- Draft, adapt, and edit letters of inquiry, grant proposals, applications, and other funder-facing materials using established organizational and program language
- Translate program plans, outcomes, budgets, and organizational information into clear and compelling proposal narratives
- Incorporate feedback from the Executive Director, and program staff into final submissions
- Proofread and quality-check materials for accuracy, consistency, clarity, and compliance with funder requirements
- Draft grant reports and other funder updates using program, financial, and evaluation information provided by staff
- Create new assets to dynamically tell Prescott Circus Theatre's story

## **How to Apply**

Please submit the following to [hiring@prescottcircus.org](mailto:hiring@prescottcircus.org)

Subject line: Grant Writer - [Your Name]

1. Your resume
2. Letter of introduction that demonstrates experience and fit for the described needs.

Questions? David Hunt: 510-350-7207 or [hiring@prescottcircus.org](mailto:hiring@prescottcircus.org)

### **Upon hire, new employees provide:**

- Proof of eligibility to work in the U.S.

### **Equal Opportunity Employer and Contractor**

Prescott Circus Theatre values a diverse workplace and is an equal opportunity employer. We strongly encourage applicants from People of the Global Majority, LGBTQ+ individuals, women, people with disabilities to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws. We will consider employment for qualified applicants with arrest and conviction records excluding convictions involving minors.