



## Development Directorship Sundress Academy for the Arts

An extension of Sundress Publications, a 501(c)3 nonprofit publication group founded in 2000, the Sundress Academy for the Arts (SAFTA) is an artists' retreat on a 45-acre farm in Knoxville, Tennessee, that offers residencies to writers, visual artists, filmmakers, composers, and other creators from across the country. With two residency rooms and a dry cabin on site, we offer a rotating space for nationally recognized and emerging artists in multiple disciplines. SAFTA also hosts weekend workshops, and yearly retreats.

This position will run for one year from your start date with a chance to be renewed the following year. The development director's responsibilities include researching grant opportunities, drafting potential grants, coordinating between SAFTA departments, working with our budget office, and leading a team of four to six people to write, edit, and submit national and local grants.

Qualifications include:

- Strong organizational, creative problem-solving, and written communication skills
- Familiarity with online research
- A keen eye for grammar, punctuation, and syntax
- A passion for contemporary literature and community arts programs

Previous experience with arts administration and/or grant writing is greatly preferred. Applicants are welcome to telecommunicate and therefore are not restricted to living in the Knoxville area.

While this is an unpaid position, all directorships with SAFTA gain real-world experience with a nationally recognized press and arts organization while creating a portfolio of work for future employment opportunities. Directors will also be able to attend all workshops at the Sundress Academy for the Arts at cost.

To apply, please send a resume and a brief cover letter detailing your interest in the position to Erin Elizabeth Smith at [erin@sundresspublications.com](mailto:erin@sundresspublications.com). Applications are due by July 15, 2018.

For more information, visit us at [www.sundresspublications.com](http://www.sundresspublications.com) and [www.sundressacademyforthearts.com](http://www.sundressacademyforthearts.com). You may also check us out on Facebook, Twitter, Instagram, and more.

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