



## Director of Prospect Research Sundress Publications

Sundress Publications is an entirely volunteer-run 501(c)(3) nonprofit publishing collective founded in 2000 that hosts a variety of online journals and publishes chapbooks, full-length collections, and literary anthologies in both print and digital formats. Sundress is also home to the Sundress Academy for the Arts, a writers residency and arts collective in Knoxville, TN.

The Director of Prospect Research will work directly with our Development Director to research, review, and propose grant opportunities, perform web-based research, keep grant tracking spreadsheets and calendars up to date, draft general grant language, and meet monthly with our team.

Qualifications include:

- Experience with web-based research
- Strong organizational, creative, problem-solving, and written communication skills
- A keen eye for grammar, punctuation, and syntax
- A passion for contemporary literature and community arts programs
- *Knowledge of arts administration and/or grant writing a plus, but not required*

Applicants are welcome to telecommunicate, and, therefore, are not restricted to living in the Knoxville area. Depending on grant cycles, the weekly time commitment for this position will fall between 2 to 10 hours. This position will run from late July through December, 2021 with a chance to be renewed.

While this is a volunteer position, all staff members receive mentorship and gain real-world experience with a nationally recognized press and arts organization, creating a portfolio of work for future employment opportunities.

To apply, please send a resume and brief cover letter detailing your interest in the position to the Development Director, Korrin Bishop, at [korrin.bishop@gmail.com](mailto:korrin.bishop@gmail.com). Applications are due by July 31st, 2021.

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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Sundress Academy for the Arts  
195 Tobby Hollow Lane | Knoxville, TN 37931