

# Theatre Under The Stars - Grants Manager

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Reporting to the Chief Philanthropy Officer, the Grants Manager is responsible for securing support from Foundation and Government funders with a goal of over \$1 million annually. The position is responsible for researching prospects, developing proposals and reports, drafting correspondence, keeping accurate records, and tracking deadlines. The Grants Manager is a strong and compelling writer who possesses exceptional organizational skills and is meticulous with details, follow-up, and managing multiple deadlines and priorities.

## **DUTIES AND RESPONSIBILITIES:**

- Working with the Chief Philanthropy Officer (CPO) to develop annual plans for cultivation, solicitation, and stewardship of foundation and government funders
- Actively manage portfolio using moves management in Tessitura
- Write and submit all proposal requests and reports accurately and on time
- Work closely with Finance team to develop budgets for proposals
- Ensure Finance is aware of the timeline for applications that require collaboration as well as reporting deadlines
- Ensure appropriate recognition for all funders
- Ensure compliance with all grant requirements
- Create, publish, and maintain an annual grant calendar
- Ensure TUTS Leadership is aware of application and stewardship needs
- Work with Chief Philanthropy Officer to develop a three-year funding needs matrix
- Work with each program department to write and maintain current summaries, budgets, and statistics related to these programs as well as ensure these details are made available, when appropriate, to all TUTS staff, including those who are creating organizational communications
- Track research and information about foundations and government funders
- Conduct ongoing strategic research and analysis to identify and connect with new foundations, strengthen existing relationships, expand government funding opportunities
- Manage budget for areas of responsibility
- Other duties as assigned

## **Requirements**

- Exceptional writing, editing and communication skills
- Exceptional organizational and project management skills
- Minimum of 3 years of grant writing experience with demonstrated success securing funding

- Experience with foundation research and prospecting tools
- Building Collaborative Relationships: The ability to develop, maintain, and strengthen partnerships with others inside or outside the organization who can provide information, assistance, and support
- Results Orientation: The ability to set challenging goals, focus effort on the goals, with a commitment to meet or exceed them
- Demonstrated emotional intelligence and strength in establishing and maintaining interpersonal relationships at all levels of the company
- Strong commitment to equity, diversity, inclusion, and accessibility, with the ability and commitment to work with diverse groups in terms of gender expression, race, sexual orientation, religion, ability, age, class, and immigrant status
- Tessitura experience preferred
- Must be able to work weekends and evenings as needed
- Ability to maintain confidentiality
- Experience in Windows/Microsoft 365 products, including Word and Excel

Salary Description: \$65,000-\$75,000

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