

## **GEVA THEATRE CENTER**

### **Grants Manager**

**REPORTS TO:** This full-time position reports to the Director of Advancement, a member of the theatre's senior staff.

**OVERVIEW:** The Grants Manager works with the Executive Director and the Director of Advancement to identify, cultivate, solicit, and steward foundation and government funders for the theatre with a focus on writing grants, reporting on grants, researching prospects for funding, and increasing revenue raised through grants

### **GENERAL DUTIES:**

- Work with the Executive Director and the Director of Advancement to set annual goals and create strategies for raising grant funds from foundation and government funding sources
- Serve as the theatre's primary liaison to foundation and government funders
- Research and identify new foundation and government funding sources
- Work with other theatre staff as needed on cultivation, fundraising, stewardship, and reporting activities

### **KEY RESPONSIBILITIES:**

- Manage and execute the theatre's annual program for securing foundation and government funding
- Manage and implement the annual calendar for grant activity including deadlines for submission of grants, proposals, and reports
- Implement the activities included in the annual calendar for grant activity
- Write and submit grants/funding proposals for foundation and government funders
- Write and submit grant/funding reports as needed for foundation and government funders
- Build and maintain relationships with foundation and government funders/prospects via meetings, phone calls, ongoing written contact, personalized emails, and events
- Work with other Advancement staff to steward the theatre's foundation and government funders
- Manage and oversee the administrative and daily operations of the stewardship program for grantors including renewals, acknowledgment letters, thank-you notes, mailings, email follow-up, communications, invitations, fulfillment of benefits, and recognition
- Develop systems with effective use of information technology, including databases and spreadsheets, necessary to track progress and streamline processes
- Work with other Advancement colleagues to plan and implement donor cultivation and recognition events
- Work with other Advancement colleagues to plan and implement Summer Curtain Call, the theatre's annual fundraising gala
- Other responsibilities as assigned

### **QUALIFICATIONS:**

- Minimum of three years grantwriting experience
- Excellent writing skills
- Excellent written and oral communication
- Strong organizational skills with great attention to detail
- Facility with budgets and financial
- Proficiency with Microsoft Office suite of programs; experience with donor database management preferred
- Hours include occasional evenings and weekends

**Geva Theatre Center is an Equal Opportunity Employer.**