

Embassy Theatre Foundation, Inc.

Job Description

Job Title: Grants Manager
Reports To: Chief Philanthropy Officer
Classification: Exempt, Full-time
Salary Range: Starting at \$35,000; negotiable, based on experience

General Description:

Responsible for all aspects of fundraising from foundations, corporations and organizations requiring grant/sponsorship applications for both unrestricted operating revenue and restricted projects. Manages key grant relationships to research, qualify and grow opportunities for fund development.

Duties and responsibilities:

- Researches, prepares and writes grant proposals and reports to foundations, organizations and corporations, ensuring documents accurately address programming, operating and capital needs.
- Creates and maintains grant tracking for research, admission and reporting deadlines.
- Maintains accurate records of all grant gifts to the Embassy and writes all correspondence to grantors, coordinating updates to the donor database with the database manager.
- Manages existing grants to ensure each project or program is meeting proposal conditions and expectations.
- Monitors progress of grant campaigns and makes recommendations to the chief philanthropy officer and CEO regarding pursuit of new funding sources.
- Develops and fosters relationships with current and prospective grantors.
- Executes status reports to the chief philanthropy officer, CEO, board and staff.
- Attends and assists with philanthropy meetings and ongoing donor cultivation efforts as directed.
- Assists the chief philanthropy officer and chief marketing officer with donor communications.
- Works at Embassy events as required.
- Adheres to the Embassy mission, which is to enrich the cultural life of the region by providing a wide range of arts and entertainment experiences in a historic venue, and to its values, which are stewardship, excellence and diversity, inclusion and community.
- Performs other duties and responsibilities as assigned.

Education and/or experience:

Bachelor's degree in a related field and/or experience preferred. Excellent communications skills with the demonstrated ability to effectively relay the organization's mission and programming to funders required. Must be able to work with a team as well as independently, be an excellent communicator and able to handle multiple tasks.

Hours: Full time is based on 36 hours per work week, with flexibility to accommodate weekend and after-hour work schedules. Work from home flexibility also available.

Compensation: Wages are commensurate with experience. The Embassy offers a benefits package that includes a flexible work environment; health, dental and life insurance; 403(b) retirement plan; mental health EAP; short and long term disability; and paid vacation, holiday and sick days.