

**Actors Theatre of Louisville
GRANTS MANAGER
Posted February, 2018**

Position: Grants Manager
Reports To: Director of Community Partnerships
Department: Development
FLSA: Exempt

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the Tony-Award winning State Theatre of Kentucky, seeks qualified and passionate applicants for the position of Grants Manager.

Under the leadership of Artistic Director, Les Waters and Managing Director, Kevin E. Moore, Actors Theatre serves to unlock human potential, build community and enrich quality of life by engaging people in theatre that reflects the wonder and complexity of our time.

Actors Theatre presents almost 350 performances annually across three theatres and delivers a broad range of programming impacting local and national audiences with a particular focus on new play development influencing the field of American theatre. Programs include classical repertory and contemporary work through the Brown-Forman Series, holiday favorites cherished as annual traditions, the Humana Festival of New American Plays influencing the canon of American theatre, an Education program where students see and make plays, and a theatre training program for 40+, the Professional Training Company.

Actors Theatre seeks to create brave space where it is safe to be who you are and diverse identities, ideas, cultures and opinions are cultivated because we believe the diversity of our community is a defining strength. We are committed to diversity in all areas of our work, including the plays we produce, casting, marketing and community engagement efforts, education programs, recruitment of staff and volunteers, and the composition of the Board of Directors. People of color and members of underrepresented communities are invited and encouraged to apply.

Summary of Position:

The Grants Manager works with the Director of Community Partnerships to research, apply and write grants and proposals for government agencies, private foundations and corporate funders. Responsible for prioritizing and meeting application and reporting deadlines. This position works with the Director of Development, Senior Staff and Artistic leadership to identify projects and needs within the organization to create opportunities for new funding streams.

The Essential Functions include, but are not limited to, the following:

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- Manage the writing of high quality grant proposal narratives, applications, and supporting documents. Develop, edit and submit appropriate, clear and targeted proposals and reports within funder specifications and deadlines.
- Establish solicitation priorities, create and manage prospect lists and research, develop and execute targeted cultivation plans and solicitation strategies for a range of prospects for the general operating contributed revenue and the support of programs of Actors Theatre.
- Research, identify, and cultivate new funding opportunities from local, regional and national corporations, foundations, and government agencies.
- Schedule meetings, prepare talking points, and assemble presentations for meetings with funders.
- Create program budgets in collaboration with program and finance staff for grant applications.
- Oversee acknowledgement of all grants, including grant agreement compliance, acknowledgement letters, reports, printed and electronic recognition approvals, filing and tracking necessary copies and support documentation, and communicating pertinent grant requirements to finance, artistic, and education staff.
- Maintain master grants calendar to inform key staff members on needed materials and reports to the Director of Community Partnerships on the progress of all Letters of Intent, Grant Applications, and Final and Progress Reports.
- Record and track electronic and hard copy proposals and reports on fundraising to the Director of Community Partnerships and provide support in the creation of necessary Board communications.
- Produce regular summaries of year-to-date development and communications activity, including financial reports and fundraising progress reports.
- Manage benefits and recognition associated with corporate, foundation and government grants.
- Assist with collection, input, and maintenance of donor information into database, including ensuring records are current and accurate.
- In conjunction with Donor Relations Coordinator maintain departmental files and filing system, in both digital and hard copy format and perform administrative tasks, including grant agreement coordination, proposal and report archiving, mailing preparation, etc.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Enthusiastic and team oriented with a customer service attitude with the goal to work successfully with various audiences, including foundation officers, government officials, board members, internal staff and key volunteers.
- Experience stewarding gifts from corporate, foundations and government entities.
- Ability to work and communicate with a wide range of internal and external constituents including internal staff, board members, program officers and community partners.
- Energetic team player who works well in collaborative situations.
- Superior oral communication skills, demonstrated track record in proposal development.
- Excellent persuasive writing, editing, and proofreading skills, as well as the ability to adapt writing style to multiple audiences.
- Meticulous attention to detail and ability to document best practices, repeatable processes and procedures.
- Ability to work with grace under pressure of multiple deadlines.
- Ability to understand the project requirements, the organization, departments and their functions.
- Self-driven, proactive, ability to work effectively and independently.
- Ability to handle highly confidential matters with discretion.
- Creative thought with ability to adapt quickly, develop innovative solutions and strategies.

Minimum Qualifications:

- Bachelor's degree. Related work experience can be substituted for degree.
- A minimum of three (3) years development experience, preferably in grant or proposal writing.
- Excellent Microsoft Office skills - Word, Excel, and Outlook; experience with donor database software, preferably Tessitura.
- Creative and pleasant personality who enjoys working with a team in a fast-paced environment.
- A genuine interest in and knowledge of the Theatre with a commitment to the organization's Equity, Diversity and Inclusion work.

Preferred Qualifications:

- Experience in an arts/theatre organization is a plus.

Compensation:

Compensation will be competitive with similar positions throughout the region. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off and a 403(b) retirement plan.

To Apply:

Applicants interested in applying for this position must email cover letter, resume, salary requirements and three (3) professional references to:

Marie Tull, Human Resources Manager
mtull@actorstheatre.org

cc: Carrie Syberg, Director of Community Partnerships
csyberg@actorstheatre.org

No phone calls please.

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.