

**TITLE:** Grants Manager

**STATUS:** Part time

**PAY RANGE:** \$23 - \$25 per hour; 25 hours per week

**SUPERVISOR:** Director of Development

**APPLICATION DEADLINE:** September 30, 2024

## ABOUT VILLAGE THEATRE

Based in Issaquah, WA, with operations in Everett, WA, Village Theatre is a leading producer of musical theater in the Pacific Northwest. Producing entertaining, quality productions since 1979, Village Theatre has grown into one of the region's best-attended theaters, with pre-Covid numbers reflecting just over 18,000 Mainstage season subscribers and 220,000 projected total attendance each season. Through its Village Originals program, Village Theatre is nationally recognized for its contribution to the development of new musicals, having supported the creation of over 175 new works to date. Village Theatre also takes pride in nurturing tomorrow's audiences through its Youth Education programs, serving over 56,000 young people and their families annually.

## DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY

Theater lies at the intersection of storytelling and community. The stories we tell represent and influence our shared human experience. We believe that to tell these stories authentically, it is essential to employ equitable practices that are inclusive of and led by a diverse and culturally rich community. Village Theatre has a responsibility to mindfully support and design the impact these stories have on the audiences we serve, the artists we engage, the students we nurture, and the staff we entrust. Centering Diversity, Equity, Inclusion, and Accessibility in our work allows us to create a storytelling space that welcomes, celebrates, and honors all people.

More information about our journey to be an anti-racist organization and our DEIA Committee can be found here: <https://villagetheatre.org/deia/>

## ABOUT THE POSITION

The Grants Manager will be responsible for the grants cycle at Village Theatre. This position will draft grant applications, maintain a calendar of submissions and other deadlines, file reports and updates for granters, maintain records, and research new prospective opportunities to help institutional funding grow. This position reports to the Director of Development and provides support for leadership in managing deadlines for grants.

## PRINCIPAL RESPONSIBILITIES

1. Draft proposals and reports to institutional funders
  - Maintain current information to support the writing of proposals and reports to institutional funders in support of Mainstage, Youth Education, and New Works productions and programs.
  - Draft text and attachments for complex, project-based institutional funding requests

- Edit and proof grant application copy, complete forms, and gather necessary supplemental materials for proposals and applications for funding agencies.
2. Research and manage timelines for grant opportunities
    - Maintain a calendar of upcoming grant opportunities
    - Research and add new opportunities for funding to be reviewed
    - Provide drafts and submit finals in a timely manner
    - Work with the Director of Development to create annual and long-range plans for support
  3. Support stewardship of institutional funders
    - Support fulfillment of reporting requirements for funders
    - Connect with funders to engage them in activities at Village Theatre when possible

### **YOUR SKILLS AND EXPERIENCE**

- Ideally have 1-2 years of relevant experience creating funding proposals. Alternatively, demonstrate relevant experience and acquired skill set needed to succeed in the position.
- Excellent writing and verbal communications skills including the ability to draft new language as well as adapt existing material to create targeted and compelling proposals, reports, and letters
- Ability to thrive in a work setting that asks for you to be self-motivated, detail oriented, and highly-organized
- Knowledge and familiarity with research techniques for fundraising prospects.
- Ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling manner
- Demonstrated passion for the arts and, ideally, theater. Adherence to the highest ethical standards including safeguarding confidential information and trusted relationships.
- Strong organizational skills and ability to work under deadlines.
- A high level of computer literacy required, including familiarity with the Microsoft Office Suite. Skills with CRM databases desired. Experience using online databases and other sources to locate information is a plus.

### **COMPENSATION**

The hourly rate for this position ranges between \$23 to \$25 per hour and is part time. Additionally, Village Theatre offers a comprehensive benefits package including Medical, Prescription, Dental & Vision Insurance; 403 (b) Retirement Plan with employer match; paid Vacation, Holidays, and Sick time; Flexible Spending Account; Life and AD&D insurance. Additional information, such as waiting periods and premium rates, will be made available to final candidates.

### **APPLICATION INSTRUCTIONS**

Village Theatre is committed to equitable hiring practices that center the matching of skills, interests and learned experience over education requirements and previous employment. All applications will be redacted to provide anonymity for the candidate, then reviewed by a diverse hiring committee consisting of at least three individuals. The

committee will create a rubric for assessment using the criteria from the job description. The committee will make recommendations on who should move on to the interview process based on the assessment.

Candidates who are asked to interview can expect a conversational, non-confrontational environment focused on questions that speak to experiences. We wish to remove any barriers to interviewing for our candidates and as such, interviews can be in person or over zoom, and at a time of day that works for the candidate. We will ask about and will meet accessibility needs. Following an interview process, every candidate interviewed will receive a phone call to share the outcome.

To apply, please e-mail your resume and cover letter to: **resumes@villagetheatre.org** with “**Grants Manager**” and your last name in the subject line. PDF Format is preferred. No phone calls, please.