

Northlight Theatre

Job Description
2023-2024 Season

Job Title: Grants Manager

Category: Regular Full-Time, Salaried with Benefits, Exempt

Overall Description: Reporting to the Director of Advancement, the Grants Manager is responsible for supporting the grant program at Northlight for all campaigns, including maintaining a master calendar of all reporting and filing deadlines; researching and writing new grant opportunities; and the completion of renewing grants. Additionally, this position manages the Production & Gala sponsorship programs. The Grants Manager researches new corporate and government grant opportunities and writes LOIs and narrative reports for those as assigned.

Responsibilities include but are not limited to:

- Create and maintain annual chart of grant deadlines, including foundations, family foundations, government entities, and corporations. Ensure deadlines are met by providing timely reminders to appropriate staff.
- Research new grant opportunities from all institutional funders including foundations, family foundations, government entities, and corporations to support the annual fund, the capital campaign, and specific initiatives including but not limited to our community engagement programs.
- Conduct donor prospect research including individuals and assist with prospect identification for annual fund and capital campaign.
- Develop and manage the Production and Gala Sponsorship programs, as well as managing sponsor benefits as needed
- Complete LOIs, applications, and reports for grants from all sources as assigned and submit them in a timely manner, as well as scheduling any site visits required by grantors.
- Work collaboratively with other Northlight staff to achieve development goals, including timely notice of proposal needs, annual budgets, regular cash flow projections, and coordination of cross-departmental activities as appropriate.
- Create reports for Director of Advancement, Staff Leadership, and Board committees as requested.
 - Adhere to Northlight policies as listed in Employee Handbook.
 - Perform any additional duties as assigned by Supervisor.
 - This position is a team member of the Northlight staff. All staff members support Northlight at large. All personnel participate, within regularly scheduled work hours or as needed, in all Northlight functions as requested, on site and off.

Qualifications: Proven track record in successful grant writing and related experience in non-profit fundraising required. Fluency in Microsoft Word, Microsoft Excel and a Donor Database System required; Raiser's Edge preferred. The successful candidate will be detail-oriented and technologically adept as well as able plan ahead to ensure deadlines are met in a timely fashion. They will be self-motivated and will communicate well with staff and grant providers.