

Northlight Theatre

Job Description

2023/24 Season

Job Title: Grants Manager

Category: Regular Part-Time, Year-Round, Hourly, Non-Exempt. 24 hours/week.

Overall Description: Reporting to the Director of Advancement, the Grants Manager is responsible for supporting the grants program at Northlight, developing corporate, foundation, and government support. This includes maintaining a master calendar of all reporting and filing deadlines; researching new grant opportunities; and the completion of new and renewed grant proposals and applications. The Grants Manager completes LOIs and reports and participates as part of the Advancement team. This position will work a hybrid schedule, including on-site for a minimum of one day per week.

Responsibilities include but are not limited to:

- Create and maintain annual calendar 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 and education programs.
- Complete LOIs, grant applications, proposals, 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, and coordination of cross-departmental activities as appropriate.
 - Adhere to Northlight policies as listed in Employee Handbook.
 - Perform any additional duties as assigned by Director of Advancement.
 - 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 CRM required; Raiser's Edge preferred. The successful candidate will be detail-oriented, organized, and technologically adept as well as able to 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. Preference will be given to candidates with arts and culture experience.