

Northlight Theatre  
**Job Posting**  
**2019-2020 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 assisting the Director of Advancement in the completion of renewing grants. Additionally, this position researches new corporate and government grant opportunities and writes LOIs and reports as assigned, as well as providing general administrative support to the Advancement Department.

**Responsibilities include but are not limited to:**

- Create and maintain annual chart of grant prospects and deadlines, including foundations, family foundations, government entities, and corporations. Staff the Director of Advancement with timely reminders about due dates to ensure deadlines are met.
- Research new grant opportunities from foundations, family foundations, government entities, and corporations for the annual fund and the capital campaign.
- Conduct donor prospect research including individuals and assist with prospect identification for annual fund and capital campaign
- Complete LOIs, applications, and reports for grants from all sources as assigned
- Staff fundraising events and donor receptions as mutually agreed. Provide support which may include tasks such as: registration tables, food and beverage pickup and prep, décor, and clean up
- Assist with mailings, donor campaigns, database entries, database management, and gift acknowledgement letters as requested
- Participate in long-range planning, feasibility studies, and/or capital campaigns as requested
- Provide administrative support to the advancement department as needed
- 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:** Fluency in Microsoft Word, Microsoft Excel and a Donor Database System required; eTapestry preferred. Must have a college degree in related field and experience in non-profit fundraising or equivalent field. Must be extremely detail-oriented and technologically adept as well as able to work in a fast-paced, high energy environment. As such, must consistently project calm, friendly and positive demeanor. Valid drivers' license and access to vehicle preferred. Must be able to lift 30lbs+.

**Compensation:** Compensation is between \$38K-\$42K annually, commensurate with qualifications and experience and is competitive with prevailing compensation for similar positions within the non-profit performing arts industry. The range of benefits includes medical, dental and vision insurance, vacation pay, paid sick leave, and a 401(k) retirement program.

**How to Apply:** Northlight Theatre is an equal opportunity employer and is interested in receiving candidates from a broad spectrum of people, including women and minorities. Qualified candidates should submit a resume and cover letter to [humanresources@northlight.org](mailto:humanresources@northlight.org). Applications are due by December 1, 2019. No phone calls please.