

Position Announcement: Grants Manager *Full-time, Exempt*

California Shakespeare Theater strives for everyone, regardless of age, circumstance, or background, to discover the relevance of Shakespeare and the classics in their lives by:

Making boldly imagined and deeply entertaining interpretations of Shakespeare and the classics.

Providing in-depth, far-reaching creative educational opportunities.

Bringing disparate communities together around the creation of new American plays inspired by classic literature.

Founded in 1974, Cal Shakes is an award-winning, nationally recognized regional theater. Through seasonal productions of classics and new works at our outdoor amphitheater, and in year-round community-based programs, Cal Shakes expands access to the arts by fostering participatory approaches to the artistic process and arts education.

Position Summary: The Grants Manager is part of a team dedicated to developing resources for Cal Shakes artistic and education programs that increase access to the arts and build more vibrant communities. It is a full-time position reporting to the Director of Development. The Grants Manager has overall responsibility for the development and management of all institutional grant funding, and participates in the Theater's organizational and program planning efforts. In concert with other staff, the Grants Manager builds and sustains Cal Shakes' reputation of integrity, professionalism and success as a grant seeker and a grantee.

Essential Duties and Responsibilities

Manage the effective development and management of all grant funding:

Identify, research, and track all prospective foundation, corporate and government sources of grant funding.

Work in concert with appropriate Cal Shakes staff and Board to build relationships with funding institution contacts, and to develop effective cultivation and solicitation strategies.

Coordinate with other Cal Shakes staff regarding corporate sponsorship solicitation efforts.

Research and draft compelling proposals for unrestricted and program-specific grant funding; work with finance and program staff to create clear, accurate budgets and meet other financial requirements; and prepare required application materials with accuracy, integrity and the highest possible level of quality.

Work with appropriate staff to ensure successful implementation of grant objectives and expenditures, and to negotiate revisions to grant budgets or projected outcomes as needed.

Ensure the timely, accurate and complete submission of all required reports and other financial or performance information.

Regardless of reporting requirements, provide appropriate program updates and other communications to all funders to keep them informed of our progress and accomplishments.

Monitor changes in foundation personnel, funding priorities and other policies that may affect Cal Shakes' future eligibility for funding.

Establish clear and accessible systems to support research, grants management, and internal

communications regarding all grant funding and prospects.

Participate in organizational/program planning and evaluation processes:

Keep abreast of organizational planning and program development advances to ensure accurate representation of same in communications with funders.

Support effective program development by contributing grants-based perspectives to planning and evaluation for specific programs/projects.

Cultivate funding, community and professional relationships:

Build and maintain positive relationships with grant funders through regular communications; by facilitating meetings with other Cal Shakes staff or board; and through invitations to events, performances, or other opportunities that increase funder engagement in and support of the Theater and its mission.

Be present at Cal Shakes functions on- and off-site to meet and cultivate potential/current institutional funders.

Represent Cal Shakes at performances and community events.

Network with development colleagues to gain insight into grantmaking trends and opportunities.

REPORTS TO: Director of Development

SUPERVISES: N/A

Qualifications: Candidates should enjoy working in a results-oriented, creative, fast-paced environment. A successful candidate will have:

A BA or equivalent degree from an accredited four-year college or university

A minimum of two years of experience developing and managing grant funding (3-5 years preferred)

Excellent communication (oral and written) and editing skills; able to create compelling case statements that articulate both need and impact

Ability to interface effectively with funding contacts, including high-level Program Officers or Directors

Proactive, collaborative, and creative work ethic

Strong research and analytical skills

Ability to make strategic connections between programming and potential resources, and to frame program descriptions accordingly

Facility with budgeting and Excel spreadsheets; able to clearly align a budget with the program/project narrative descriptions

Strong organizational skills; high-level attention to detail and accuracy to meet application and reporting requirements (both form and content)

Ability to multi-task, managing multiple submission projects and keeping track of detailed funder requirements

Facility as both a collaborative team player and an independent, self-motivated thinker and problem-solver

Tact and diplomacy regarding confidential information

Proficiency in Word, Excel, and web-based research required; experience with Theatre Manager and Microsoft Project preferred.

Compensation: This is a full-time, year-round salaried position. Compensation includes a

comprehensive benefit plan with medical, vision, and dental health benefits, and a 403(b) plan. Cal Shakes also offers paid vacation, sick, and two personal float days; and 10 paid holidays per year.

Please submit cover letter, resume, and 2-3 writing samples to:

Grants Manager Search

California Shakespeare Theater

701 Heinz Avenue

Berkeley, CA 94710

Email: jobs@calshakes.org (using "Grants Manager Search" in subject line)

Cal Shakes is an Equal Opportunity Employer.

www.calshakes.org