

GRANTS COORDINATOR (Part-Time)

Position Overview

Theatreworks Silicon Valley, a TONY Award winning theatre company, seeks a part-time **Grants Coordinator** to manage grants through their lifecycle and to ensure proper due diligence for all Foundation and Government grants. This position will research, write, and submit grants while advising the Development team on local, state, and federal grant opportunities. Specifically, this position is responsible for writing proposals for both unrestricted operating revenue and restricted projects and for submitting timely and accurate reports for all existing grant funded projects. This position reports directly to the Director of Development (DoD).

Major Responsibilities

- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to foundation and government sources.
- Perform prospect research on foundations and government sources to evaluate prospects for government and foundation grants.
- Work with finance to gather information necessary to report to government/foundation funders on current grant programs.
- Comply with all grant reporting as required by foundation/government donors.
- Provide stewardship to current donors, including work with DoD to provide regular written updates (newsletters, etc) to government and foundation donors.
- Understanding of institutional history and programs.
- Make appointments for DoD with foundation officers and other prospects, arrange for onsite tours for supporters (foundation officers, foundation trustees).
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Track statistics relevant to development and provide department with written materials necessary for donor stewardship (visitor number and diversity, educational program attendance, etc).
- Attend weekly 1-on-1 with DoD
- Assist with other fundraising projects as requested

Qualifications, Skills and Abilities:

- Two to four years of grant writing experience
- Strong written communication skills: ability to write clear, structured, articulate, and persuasive proposals.
- Knowledge of Bay area non-profits and foundations
- Strong editing skills
- Exceptional organizational and project management skills
- Someone who values creativity, teamwork, collaboration and inclusion
- Proficient in MS Office Suite

- Ability to meet deadlines
- Team player mentality, ability to work independently while also supporting team's goals and members.
- Ability to work with large amounts of data and the knowledge to process and evaluate that information
- Experience with institutional donors
- Knowledge of basic fundraising techniques and strategies
- Strong contributor in team environments

Organization Overview

Theatreworks Silicon Valley is a \$11 million, LORT B theatre company and is committed to developing new works for the American theatre and has produced 70 world premieres and over 150 U.S. and regional premieres. Our season includes a mainstage series of eight plays and musicals serving approximately 100,000 patrons, a thriving New Works Initiative, and a collection of innovative education programs reaching 15,000 students every year. More information about the company can be found at <http://www.theatreworks.org/>.

With a reputation for artistic excellence, innovation, diversity, and integrity, TheatreWorks is Silicon Valley's leading professional nonprofit theatre company. TheatreWorks presents a year-round season of musicals, comedies, and dramas in the Mountain View Center for the Performing Arts and at the Lucie Stern Theatre in Palo Alto.

Compensation

- Part-time salary is \$35k
- Hybrid remote/in-office scheduling available
- Professional development opportunities

TheatreWorks' commitment to producing the highest quality programming is dependent on building a community whose members come from diverse cultures, backgrounds, and life experiences. We join with a growing number of theatres in the movement to ensure that those who have been excluded historically - individuals from racial and ethnic groups, LGBTQ people, people with disabilities, and women - are at the decision-making table, reflected in our programming, and represented on our staff. Black, Indigenous, and People of Color (BIPOC), women, and LGBTQ candidates are strongly encouraged to apply!

Please email a cover letter and resume to: search@theatreworks.org
SUBJECT: Grants Coordinator