

ARTISTS REPERTORY THEATRE

POSITION TITLE: GRANTS COORDINATOR

REPORTS TO: DEVELOPMENT MANAGER/GENERAL MANAGER

Job Summary: This position writes, coordinates and manages all foundation and government grant applications and final reports. This position functions as a member of the development team and will often participate in a variety of tasks to support the theater's fundraising initiatives.

ESSENTIAL RESPONSIBILITIES:

- Responsible for meeting the theater's contributed income goals by securing grants from private and public funding sources
- Works with theater leadership and managers to identify funding priorities and researches potential grants to meet those needs
- Writes all letters of interest and grant proposals, gathering all supporting information from the finance, marketing and artistic departments
- Maintains systems for tracking grant opportunities and results, including entering and maintaining grants-related information in the development database (Tessitura)
- Responsible for acknowledgement and reporting of all grants received
- Produces monthly reports of grants submitted, received and rejected to include in development reports shared at monthly board meetings
- Maintains relationships with key grant contacts, trustees, boards, etc.
- Responsible for tracking and submitting grant payment request letters
- Assists with a variety of development department projects and strategies including donor communications, events, acknowledgements, and other administrative tasks

MINIMUM QUALIFICATIONS, EXPERIENCE AND REQUIREMENTS:

BA/BS preferred

Minimum of two years of grant writing and development experience/or a related field

General knowledge of and enthusiasm for theater and arts organizations

Excellent interpersonal & communication skills

Sense of humor and ability to work under pressure very important!

JOB CONDITIONS

Must have reliable transportation

Requires prolonged use of a computer: knowledge and experience with Excel, Microsoft Outlook, basic graphic design knowledge/skills

Some evening and weekend work for openings and donor events required

Interested individuals should submit qualifications and a letter of interest with three references (contact information only, no letters of reference) to: ART, 1515 SW Morrison Street, Portland, OR 97205 or by email to tsophiana@artistsrep.org.

Deadline for submission: Monday, August 16, 2010, 5 p.m.