



TEXAS BALLET
THEATER

Hiring Company Name: Texas Ballet Theater

Hiring Company Industry: Performing Arts

Position Title: **Grants Manager**

Reports To: Development Director

Location: DFW Metroplex

The mission of Texas Ballet Theater (TBT) is to create, present and tour world-class ballet, from classical to cutting-edge, and promote its appreciation, accessibility, and technical mastery among students, pre-professionals, and audiences of all ages. We are honored to be the only arts organization to serve as resident company for both leading performance venues in Dallas and Fort Worth – the Winspear Opera House and Bass Performance Hall.

Our internationally recognized Company is built on a rich 56-year history, and boasts a repertoire that is creative, artistically expressive and collaborative.

SUMMARY

The Grants Manager will help meet annual revenue goals and contribute to the success of the TBT's strategic planning, solicitation process, direct communications and high-touch stewardship activities to acquire and retain donors within the DFW Metroplex. In collaboration with the Development Director and the Major Gifts officer, the Grants Manager is responsible for maximizing trust and foundation giving and contributing to the overall fundraising budget and strategic philanthropy plan for markets within North Texas. The Grants Manager is expected to realize annual fundraising goals established for the position with the annual goal of securing \$1.6 million plus in annual contributed revenue.

This position is responsible for a portfolio of foundations (including family foundations as appropriate) currently giving or capable of giving annual gifts (ranging from \$5,000 - \$100,000) and increasing this gift range and portfolio over time. Responsibilities include the following: identifying, cultivating, soliciting, and stewarding foundation donors and prospects, managing a donor portfolio; conducting donor visits; prospect tracking; proposal writing and donor stewardship.

The Grants Manager is ultimately responsible for maintaining the grants calendar and proposal process including writing, review, delegation, coordination and submission of all corporate, foundation, trust and government grants, solicitation requests, reports and evaluations that support Texas Ballet Theater's annual fundraising. The Grants Manager will be responsible for the solicitation, tracking and reporting of all grant-related funds and assist with targeting new foundations, trusts, corporate and government support; develop strategies of solicitation; cultivation of prospects and stewardship of donors. This position will also provide writing support for general communication and donor relations support.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides support to TBT for the purpose of ensuring that the Company's strategic fundraising goals are met. Researches grant opportunities (e.g. facility improvements, professional development, curriculum development, administrative needs, etc.) for the purpose of developing funding resources for both current and proposed services, programs and administrative operations as well as serving as a clearinghouse for potential grant funding opportunities.
- Proactively manages grant fulfillment and tracking. Administers grants calendar for TBT'S annual grant funding solicited from corporate, foundation and government sources.
- Develops forms, processes, procedures, and policies for the purpose of implementing a consistent grant application methodology. Develops grant applications and related documents (e.g. required reports, budgets, specific inquiries, etc.) for the purpose of submitting highly effective grant applications to the appropriate funding agency.
- Writes detailed and *accurate* grant proposals, stewardship reports, final reports and renewal requests, consistent with all requirements including attachments and other supporting materials, by assigned internal and external deadlines.
- Presents funding concepts, status reports and general grant information to the administrative and development teams, as well as, to the Board of Governors when applicable.
- Supports the Development Director and Executive Director through preparation of written materials and presentations for the purpose of communicating funding opportunities.
- Works collaboratively to assist the Development Director with the strategic prospecting, identification, cultivation, solicitation and stewardship of donor prospects.
- Works as an integral part of the Development team to engage in strategic and purposeful planning and execution of annual and seasonal campaigns.
- Attends and participates at external and internal events and activities related to fundraising be it cultivation and/or stewardship.

EDUCATION AND EXPERIENCE

Bachelor's degree or equivalent required. 3 – 5 years of experience in non-profit fundraising. Substantial experience in writing grant proposals, letters, reports or similar materials. Demonstrated experience and proficiency using fundraising databases, Microsoft Office and in conducting research. Ability to write and edit persuasive materials including grant proposals, reports, letters of inquiry, interim reports, stewardship materials, and other collateral information. Basic accounting skills and aptitude with numbers; ability to understand organization's finances and financial systems; and coordinate with finance staff to develop budgets. Self-motivated; ability to multi-task with excellent attention to detail and deadlines; and can perform successfully without regular supervision. Knowledge and experience using a donor-based program is important and experience with Tessitura is a plus.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED SKILLS

- Efficient with acute attention to detail.
- Critical thinking and planning skills.
- Ability to effectively communicate the mission, goals and story of TBT in oral, written and mix media presentation.
- Exceptional multi-tasking skills to manage diverse activities and set priorities.
- Demonstrated capability and maturity to protect confidential information and build trust and rapport with prospects and donors for a longstanding, meaningful relationship with TBT.
- Displays organizational values by keeping commitments, inspiring the trust of others, upholding organizational morals and values. Unquestioned personal integrity.
- Proactive style, able to move forward and implement decisions even when obstacles are encountered.
- Prior history of maintaining positive relationships with Boards, donors, volunteers, staff and community.
- Ability to work independently as well as with diverse teams.
- Knowledge of local, regional and national philanthropic landscape.

LANGUAGE SKILLS

Ability to read, analyze and interpret complex instructions and correspondence, financial reports, grant requirements and legal documents. Ability to write professional correspondence; effectively present one-on-one or to small and large groups of donors, clients, board members and other staff members of the organization and community.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages and ability to apply concepts of advanced algebra.

COMPUTER SKILLS

To perform this job successfully, an individual should have advanced knowledge of database software; internet software; reporting processing systems; spreadsheet software and word processing software, i.e., MS Word, Excel and PowerPoint. Tessitura experience preferred.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished written, oral, or diagram form, ability to deal with problems involving several concrete variables in standardized situations and ability to address customer and employee personalities in various business situations. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret variety of complex or technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

APPEARANCE AND GROOMING

All staff members are required to follow the guidelines set forth by Texas Ballet Theater management. Professional style, image and demeanor are required for this position.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of other

employees. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will basis.

PHYSICAL DEMANDS / WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals may need to sit or stand as needed. May require walking primarily on a level surface for periodic periods throughout the day. Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials throughout the work day. Proper lifting techniques required. May include lifting up to 25 pounds on occasion. Primary environment: ambient room temperatures, lighting and traditional office equipment as found in a typical office environment.

HOW TO APPLY

To apply, send cover letter outlining aptitude and interest, resume and names/contact information for three professional references via email tocave@martsandlundy.com No phone calls please.

Texas Ballet Theater is an equal opportunity employer.