

Cincinnati Playhouse in the Park (CPIP) is an equal opportunity employer and encourages inquiries about this position from a broad spectrum of candidates reflecting the diversity of the community we serve.

Position Overview – Grants Manager

The Grants Manager oversees proposal generation for all grant funders, including corporate and private foundations, government entities including the Ohio Arts Council and National Endowment for the Arts, and the Playhouse's yearly Sustaining Impact Grant submissions to ArtsWave. Additionally, they conduct research, identify prospects, collaborate on the formation of institutional funding strategies, and develop profiles on foundation, corporation, and government funding sources. They also prepare reports for submission to funders as necessary to fulfill stated requirements in grant agreements. The Grants Manager is a full-time salaried position with benefits. Evening and weekend hours as part of department responsibilities are sometimes required.

Starting Salary: \$50,000

Reports to: Director of Institutional Giving

Position Responsibilities

- Manages all aspects of the ArtsWave application process, including:
 - Coordination of reporting and surveying needs with marketing, education, production, finance, and other departments to ensure successful data tracking and reporting for ArtsWave's Blueprint for Collective Action.
 - Writing the application/interim reports and creating appropriate attachments and coordinating the creation of infographics that strengthen and support the argument in collaboration with other departments and Executive Staff.
- Assist the Director of Institutional Giving by developing and maintaining the annual grant application calendar for all grant proposals and requests.
- Manages the Foundation and Government grant program, including identification and cultivation of new prospects, proposal writing, reporting, and grant fulfillment for General Operating, Program, and Education support and completing Capital reports. Specific proposals include the Shubert Foundation, the National Endowment for the Arts, and the Ohio Arts Council, among others.
- Maintains grant administration policies and procedures and manages all reporting requirements in accordance with Playhouse, funder, state, local, and federal regulations.

- Serves as the department's lead grants researcher, utilizing third-party prospect research software, Guidestar, and other resources to gather intelligence and prepare an ongoing qualified prospect list of foundation and government funders
- Manages detailed records on all current funders, both hard copy and electronic, and maintains clear, up-to-date records in Tessitura.
- Other duties as assigned.

Competencies

- A minimum of two years of grant writing, fundraising, or external communications related to funding is required.
- Exceptional writing skills required.
- Ability to meet strict deadlines required.
- Strong verbal and written communication skills.
- Ability to successfully manage and build relationships with individuals, corporate donors, foundation representatives, government officials, Board leadership, and Playhouse staff.
- Energetic, flexible and adaptable, and able to multi-task and work independently in an environment with competing deadlines.
- Ability to work as an effective and collaborative team member in a fast-paced environment.
- A strong ethical character and the ability to handle sensitive and confidential information appropriately and with discretion.
- Proficiency with Microsoft Office Suite applications: Word, Excel, PowerPoint and Outlook.
- Appreciation for the performing arts and theater in particular.
- Bachelor's degree required.

Physical Demands:

- This position is largely sedentary in an office setting.
- The employee may occasionally lift and/or move 15-20 pounds.

The physical expectations described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without a reasonable accommodation.

Employment is contingent upon successful completion of a background check.

While this description is intended to be an accurate reflection of the current position, it is not necessarily exhaustive of all responsibilities, duties, requirements, or expectations of this position. Cincinnati Playhouse in the Park reserves the right to revise or amend this description based on business needs or changes to the work environment.

To Apply: Qualified candidates should submit a cover letter, resume, references and writing sample relevant to fundraising work to Mary Kay Koehler, Director of Institutional Giving, at MaryKay.Koehler@cincyplay.com and cc: Dawn Mundy, Director of HR, Equity & Inclusion at dawn.mundy@cincyplay.com. Applications will be reviewed on a rolling basis and the position will be filled as soon as the successful candidate is identified. No phone calls, please.