

GRANTS MANAGER Position Description

TITLE: Grants Manager
REPORTS TO: Director of Development
DEPARTMENT: Development Department

JOB CODE: EXEMPT
FLSA: FLSA Code
DATE: 1/31/2024

POSITION DESCRIPTION:

The Grants Manager is responsible for all foundation, government and corporate grant writing, advancing relationships with Woolly Mammoth's local and national institutional donors and identifying, cultivating and stewarding existing and new funding opportunities. This position reports to the Director of Development, and collaborates with members of the Woolly Leadership and Senior Staff.

DUTIES & RESPONSIBILITIES:

Position Specific Responsibilities (Sub Categories):

- Researching, identifying, writing, and reporting on all foundation, government, and corporate grants to meet fundraising goals;
- Creating institutional language, customized sponsorship proposals, and concept papers for institutional support as needed;
- Stewarding supporter benefits including execution, tracking and evaluation;
- Maintaining the grant calendar and act as the point person for all institutional funding concerns including coordinating between all department and leveraging capacities of other staff members to effectively meet deadlines;
- Supporting cross-departmental project budgeting and financial reconciliations for grants;
- Developing and articulating clear annual strategies for moving prospects and funders along a path to secure and/or increase grants;
- Maintaining an awareness of trends in foundation and government giving to arts organizations nationwide;
- Assisting the Managing Director and Director of Development with government relations strategies; and
- All other duties as assigned.

Company-Wide Responsibilities:

- Commit to Woolly's policy of anti-racism and radical inclusivity. This includes participating in anti-bias/anti-harassment training, familiarizing yourself with the policies in the employee handbook, using Woolly's Liberation Library as an educational resource, engaging in EDI work at Woolly, and furthering your own independent journey with anti-racism.
- Cross-departmental collaboration, including participating in at least one Woolly working group, committee, and/or taskforce outside of your own department.
- Advocate for policies both internally and externally that further advance Woolly's stated values on an organizational, local, and national scale.
- Contribute in meaningful ways to the culture. See "Our Culture at Woolly" section below for more information.
- Act as an ambassador for Woolly Mammoth in the local community and beyond.

QUALIFICATIONS:

- **Experience:**
 - All candidates for this position must have a **Bachelor's Degree** or **3-5 years of institutional grant writing and/or fundraising experience**, or related experience working in a fast paced, results-driven environment.
 - Tessitura experience is a plus
- **Essential Knowledge, Skills, and Abilities:**
 - Excellent writing, research skills and critical thinking skills
 - Strong budgeting and financial management skills
 - A creative and collaborative work style with the ability to work individually and part of a team
 - Demonstrated success in developing compelling proposals, securing, and managing grants

- The ability to effectively organize and prioritize multiple complex tasks, work well under pressure, and adhere to strict deadlines
- Knowledge and experience of the theatre from a production and/or dramaturgical perspective is strongly recommended
- Proficiency in the Microsoft Office suite, including Excel
- Knowledge of the Tessitura database is a plus
- Availability to work occasional evenings and weekends

- **Other Skills or Qualities:**

- Active engagement and leadership development in your individual position is integral to the overall health of our organization. This will be reviewed and defined with your supervisor to set individual goals. Woolly encourages employees to take personal responsibility and pride in their work.
- See the larger picture and pull out the relevant details to diagnose problems. Think creatively about how to solve problems including new ways of working together. Woolly values innovative thinking, big ideas, and bigger passion.
- Collaborate with and adapt to a wide variety of people and personalities, working styles, and artistic visions.
- Project management and copy editing skills wi

WORKING CONDITIONS:

- Hybrid work model
- Extending viewing of computer screens.
- Some evening and weekend work required.
- Some travel required.
- Woolly Mammoth Theatre Company is located in Washington, D.C.'s Penn Quarter neighborhood. It is air-conditioned, located in a wheelchair accessible building, and in close proximity to public transportation.

COMPENSATION:

- **Starting Salary:** \$60,000.00
- Woolly Mammoth Theatre Company recognizes that conversations about salary can be difficult. In recognition of the necessity for top-tier talent, we strive to provide pay that meets the market by leveling with industry peers to determine the pay range for each position. Where the employee falls in that range is determined by experience and skill set. Woolly will work hard to administer the compensation program in a manner that is transparent, consistent, and equitable across the company.

OUR CULTURE AT WOOLLY:

At Woolly, our culture is driven by our stated core values of radical inclusivity, creative risk-taking, relentless inquiry & experimentation, world-class excellence, and innovation. We expect both personal and collective accountability in how these values are applied to the work of each employee of WMTC. We acknowledge that Woolly Mammoth has upheld and benefited from systems of oppression in our country and we aim to do better; using the principles of anti-racism to guide our actions and decision-making. How we do things is as important as what we do, and we expect our core values and anti-racist practices to influence the way we work together as a team. We strive to center openness, integrity, and care in our policies, processes, and how we interact with one another. We embrace a culture of transparency, accountability, and mutual respect as the foundation of all our collaborations, both inter-departmentally and externally. We take seriously our role as a civic leader, and strive to address local and national challenges using our knowledge, skills, commitment, and resources. As part of this work, all employees are expected to develop meaningful internal and external relationships that are mutually beneficial and impact-aware. We believe that everyone in the Woolly community is worth engaging in conversations about the art we make and how that art intersects with the world. We lean into the unconventional, especially if a nontraditional and inventive approach will help us reach new understandings of our art form, our industry, and our world.