



JOB DESCRIPTION | Grant Writer

REPORTS TO: Associate Vice President of Development

FLSA: Full-Time, Exempt

PAY: \$65,000 - \$75,000 Annually

LOCATION: On-Site 100%

****Internal Only** Please send resume and cover letter to: ybell@mccallum-theatre.org**

JOB SUMMARY

The McCallum Theatre is seeking a talented, highly motivated and experienced Grant Writer to join our team. The Grant Writer will play a critical role in securing funding from private and family foundations, government entities, corporations, and organizations to support our mission and programs. This position will work closely with various departments to ensure the development of compelling grant proposals, the cultivation of strong donor relationships, and the effective management of grant-related activities.

ESSENTIAL RESPONSIBILITIES

- **Develop and Write Grant Proposals:** Create persuasive grant proposals tailored to private and family foundations, government entities, corporations, and organizations. Perform prospect research to assess foundation prospects. Ensure all proposals are comprehensive, clear, and formatted to meet the specifications of the prospect, including all necessary attachments.
- **Proposal Development:** Gather information related to program objectives, outcomes, deliverables, implementation methods, timetable, staffing, budget, performance standards, and evaluation metrics for proposal development.
- **Grant Calendar Management:** Establish and maintain a two-year grant calendar that includes proposal and grant reporting deadlines, along with foundation prospect cultivation strategies to secure funding from national funders. Meet proposal deadlines by setting priorities and target dates for information collection, narrative composition, key staff reviews, approval, and submission.
- **Budget Collaboration:** Collaborate with the Education and Finance Departments to understand, compile, and format project budgets within grant proposals.
- **Build Relationships:** Cultivate strong relationships with prospect program staff, Board members, and other influential leaders essential to the fundraising process. Attend relevant foundation-related events and webinars.
- **Collaboration with Program Teams:** Collaborate with staff involved in program and mission-based initiatives, particularly in the Education department, to gather information for letters of inquiry, proposals, and grant reports. Write, revise, and edit drafts, including executive summaries, cover letters, conclusions, and organization biographies and credentials.
- **Front-Line Fundraising:** Act as a member of the Development Department's front-line fundraising team, participating in donor events, and, when appropriate, staffing the Founder's Room during show nights.

MINIMUM REQUIREMENTS

- Bachelor's degree.
- A minimum of three years of demonstrably successful grant writing experience in a non-profit setting.
- Maintains a positive attitude, operates with a team spirit, and exemplifies professionalism.
- Ability to concentrate in a dynamic environment with numerous interruptions and effectively prioritize tasks to meet deadlines.
- Skilled in interacting with staff, administrators, and high-level external constituents while remaining flexible, proactive, resourceful, and efficient.
- Proficiency in Microsoft Office 365 and working knowledge of donor database software.
- Strong skills in prioritizing work plans and working independently to meet deadlines.
- Organized, independent thinker, and self-starter.

Work Authorization/Security Clearance

Proof of eligibility to work in the United States.
 Criminal, Civil background check will be performed.
 An equal opportunity employer/Drug Free Workplace

PHYSICAL REQUIREMENTS

Work Environment

This job operates in a professional, non-profit performing arts theatre. This role operates within the theatre as well as the exterior grounds of the facility.

Physical Demands

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. Must possess strength, stamina, and mobility to perform light to medium physical work; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer, keyboard, tools and equipment. Incumbents in this classification sit, bend, stoop and reach. Ability to lift 10 pounds is necessary for moving materials when necessary. Candidates must possess the ability to lift, carry, push, and pull materials with assistance and/or the use of proper equipment.

N=Never Not present
 O=Occasionally: Occurs 1/3 of time
 F=Frequently: Occurs 1/3-2/3 of time
 C=Constantly: Occurs 2/3 or more

| Physical Demands | N | O | F | C | | Comments |
|--------------------|---|---|---|---|--|----------------------|
| Sitting | | | | X | | |
| Walking | | | x | | | |
| Climbing/Balancing | | X | | | | |
| Stooping/Twisting | | X | | | | Waist/Neck/Shoulders |
| Kneeling | | X | | | | |
| Squatting | | X | | | | |
| Crawling | | X | | | | |
| Push/Pull | | | | X | | |
| Reaching | | | | X | | |

| | | | | | | |
|--|----------|----------|------------------------|----------|----------|-----------------|
| Gripping | | X | | | | |
| Keyboarding | | | | X | | |
| Pinching | | X | | | | |
| Neck rotation/extension | | | X | | | |
| Foot use | | | | X | | |
| Visual acuity | | | | X | | |
| Lift/Carry | N | O | F | C | | Comments |
| Up to 10 lbs | | X | | | | |
| 11-25 lbs | X | | | | | |
| 26 to 50 lbs | X | | | | | |
| 51 to 75 lbs | X | | | | | |
| 75 lbs to 100 lbs | X | | | | | |
| Over 100 lbs | X | | | | | |
| Environmental Conditions | Y | N | | Y | N | Comments |
| Uneven ground | | X | Exposure to dust/fumes | | X | |
| Excessive noise | | X | Exposure to Biohazards | | X | |
| Extreme temperatures | | X | Exposure to hazards | | X | |
| Working at heights | | X | Working w/ machinery | | X | |
| Exposure to noise (> 90 db in 8 hrs per day) | | X | | | | |

Physical Demands Definitions

Physical Demands Specific physical activities required to perform a job as defined in the position description.
 Essential Functions Fundamental job duties of the position as defined by the Americans with Disabilities Act (ADA).

Specific Physical Demands

Sitting Remaining in a seated position.
 Standing Remaining on one's feet in an upright position at workstation without moving about. Not type of surface
 Walking Moving about on one's feet. Note type of surface/irregularities
 Climbing Ascending or descending ladders, stairs, scaffolding, ramps, etc., using feet and legs, or hands and arms. Note in terms of steepness, height, surface type.
 Balancing Maintaining body equilibrium to prevent falling.
 Stooping Bending downward and forward by bending spine at the waist, re requiring full use of lower extremities and back muscles.
 Twisting Includes lateral rotation of the trunk and spine.
 Kneeling Bending legs at knees to come to rest on knee or knees.

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|---------------|---|
| Squatting | Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles. |
| Crawling | Moving about on hands and knees or hands and feet. Note surface type, distance, |
| Push/Pull | Exerting force upon an object so that the object moves away or toward the force. |
| Reaching | Extending hand(s) and arm(s) in any direction, such as overhead, below waist, forward or lateral. |
| Gripping | Seizing, holding, grasping, turning, or otherwise working with hands. Fingers involved only to extent that they are an extension of hand, Includes dimple or forceful grasping. |
| Pinching | Picking, pinching or otherwise working primarily with fingers rather than the whole hand. |
| Keyboard: | Repetitive finger motion to press keys. |
| Neck Rotation | Forward flexion, extension or lateral rotation of the head and neck. |
| Foot Use | Repetitive or prolonged movement of the foot and ankle. |
| Visual Acuity | Near-Visual acuity with clarity at 20 inches or less Far-Visual acuity with clarity at 20 feet or more |
| Lifting | Raising or lowering an object from one level to another-includes upward pulling. |
| Carrying | Transporting an object, usually holding in the hands/arms or on shoulders. |
| Noise | Exposure to noise levels greater than 90 dbe per eight *8) hour workday) as per OSHA requirements. |

AAP/EEO Statement

CDMOD provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

APPROVAL

This job description has not been approved by executives.

Manager Approval received.

Date of Last Review: 10.2023

EMPLOYEE ACKNOWLEDGEMENT

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Name _____

Signature _____ Date _____

ABOUT THE McCALLUM THEATRE

McCallum Theatre is a renowned non-profit performing arts theater dedicated to enriching the cultural life of our community through a diverse program of world-class entertainment, education, and community engagement. Our mission is to provide a world-class platform for artists while enhancing the cultural experience for our patrons and supporting our local community. To learn more visit www.mccallumtheatre.org.

