

PAPER MILL PLAYHOUSE

Grants Manager

Status: Full Time/Benefits Eligible/Exempt

Reports to: Director of Corporate & Foundation Relations

Job Summary

Reporting directly to the Director of Corporate & Foundation Relations, the Grants Manager is responsible for developing and writing proposals to a variety of grant-making organizations, and for persuasively communicating Paper Mill Playhouse's mission and programs. The Grants Manager will tailor grant requests, establish personal contact with key contacts, conduct prospect research, and maintain the grants calendar.

Essential Functions:

- Work closely with the Director of Corporate & Foundation Relations to develop Paper Mill's institutional giving strategy.
- Craft compelling funding proposals to private foundations, corporations, and government agencies. Articulate Paper Mill's vision, values, programs, and impact, while addressing each funder's priorities. Prepare all grant reports, as required.
- Primary responsibility for government grants from city, county, state, and federal agencies, including the NJ State Council on the Arts and the National Endowment for the Arts. Includes online grant applications, stewardship reports, new opportunities, and scheduling.
- Manage the acknowledgements for pledges and grants, including gift tracking and writing acknowledgement letters.
- Ensure up-to-date, complete records in Tessitura for all funders and generate timely reports.
- Work with Paper Mill colleagues to be knowledgeable about programs and needs, and with Finance team for project budgets. Collect testimonials, grant reporting statistics, and other materials.
- Generate funding prospects for the pipeline.
- Assist in special projects.

Required Experience

Paper Mill seeks a proactive project leader who is passionate about theater and arts education. Excellent writing, analytical, and research skills. Familiarity with Tessitura. Understand budgets as they relate to proposals and grants. Candidates must be self-motivated, highly organized, able to work well under pressure, and communicate clearly. Three to five years of relevant experience.

Additional Eligibility Qualifications

- Positive attitude, strong work ethic, team member, and sense of humor.
- A commitment to equity, diversity, and inclusion with an ability to interact effectively with people of different cultures and socio-economic experiences, free from prejudice and aggressions.

Salary: \$53,000**Apply**

Paper Mill Playhouse is committed to hiring high caliber individuals of diverse backgrounds. We strive to provide our staff with a nurturing and inclusive environment, equal for all employees and optimal for their success. Paper Mill celebrates diversity and believes it enriches our work environment and the work on our stage.

Send cover letter and resume to recruiting@papermill.org with subject line: Grants Manager. No phone calls, please.