

ALLEY THEATRE

POSITION: Manager Foundations and Government Grants

DEPARTMENT: Development

CLASSIFICATION: Full time salaried Exempt

SUPERVISOR: Director of Development

SALARY RANGE: \$50,000-\$65,000

OVERVIEW

Founded in 1947 by Nina Vance, the Alley Theatre is a pioneer of regional theatre, and one of the leading nonprofit theatre companies in the United States. The Alley has been awarded the prestigious Regional Theatre Tony Award® and the Texas Medal of Arts Award. The Alley has transferred productions to Broadway, Off-Broadway, major European Festivals, and to 40 American cities. Unique among regional theatres, the Alley is committed to maintaining a Resident Acting Company and providing them work year-round. Nationally recognized directors, actors, playwrights, and designers from across the country have regularly joined the Resident Acting Company.

Rob Melrose, Artistic Director at the Alley, took over as artistic leader of the organization in 2019. His vision for the future of the Alley is both thrilling and ambitious as the Theatre is in its 75th anniversary in 2021-22. Rob's strategic goals include upholding the Alley's artistic excellence, keeping longtime Alley Theatre devotees eager to return each season, and creating productions and cultivating new audiences that are as diverse and vibrant as the city of Houston.

Rob Melrose, Managing Director Dean Gladden and the Alley's leadership team are committed to promoting Equity, Diversity, and Inclusion (EDI) in all aspects of the Theatre's programming and operations. We are conscious about fostering an environment where everyone is encouraged to bring their authentic selves. We embrace differences and strive to be inclusive of all backgrounds, experiences and perspectives.

JOB STATEMENT

Under the direction of the Director of Development, the Manager Foundations and Government Grants serves as a key member of the development team, improving and executing strategies

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regarding foundation and government funders in support of the annual fund and special project funding. The Manager is to meet or exceed foundation and government goals by renewing, identifying, cultivating, soliciting and securing supporters. This individual must manage a portfolio and perform duties, such as writing formal proposals/applications, stewarding relationships with existing donors, and researching and cultivating relationships with prospects. The Manager must be an independent, fast-paced self-starter with exceptional communication and written skills and a proven track-record for securing and increasing foundation and government support.

JOB DUTIES

- Serve as the lead relationship manager for foundation and government grants.
- Ensure the timely completion of all foundation and government grant proposals and applications, required reporting, and stewardship activities.
- Manage all deadlines for submission and reporting within portfolio through Tessitura database with plan steps, status updates, contact information updates, prospect research, and reports.
- Draft and edit letters and other correspondence as needed for the Director of Development and Managing Director.
- Communicate with executive leadership and team members from other departments in gathering information for funding purposes and proposals.
- Meet foundation and government revenue goals by actively cultivating new and existing relationships with key stakeholders at foundations, city officials and officers at government agencies.
- Ensure the proper acknowledgement and benefit delivery for all foundation and government supporters through deliverables outlined in proposals and grant agreements
- Assist with the creation and implementation of the overall strategic plan to identify and solicit sources of private and public institutional support.
- Steward existing relationships with donors through phone/virtual and in-person meetings, invitations to events, participation in events and thoughtful cultivation, with the goal to open new opportunities for funding and to deepen existing relationships.
- Broaden the prospect pool through relationship management and research. In the case of the latter, coordinate research with the department's Research Analyst.
- Manage the annual Foundation Night event.
- Attend events throughout the season encouraging the development of relationships with the Alley's donors.
- Actively participate in proofing of the Annual Report and *Playbills*.

REQUIREMENTS (SKILLS and KNOWLEDGE):

- Bachelor's degree preferred.

- Minimum three years of experience in non-profit grant writing and project management.
- Excellent communication skills with demonstrated ability to prepare and present both formal written and oral presentations.
- Strong collaboration skills in order to work effectively across the organization
- Must be able to think critically and strategically and anticipate potential project challenges.
- Extensive computer and database knowledge necessary (Word, Excel, Tessitura).
- A demonstrated record of ability to multi-task and meet deadlines under pressure; completing assignments on time and on budget.
- Broad knowledge of the principles of fundraising.
- Excellent oral, written and interpersonal skills.
- High attention to detail and accuracy.
- Strong problem solving, research, analytical, organizational and strategic planning skills.
- Self-motivated & self-starting.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to lift and move 25 lbs.
- Must be comfortable working in a fast paced environment where directions and priorities can change rapidly.
- Typical hours are during the day, but the position requires the flexibility to be available for weekend, holidays and evening work hours as needed.

BENEFITS & PERKS

- Medical, dental and vision insurance
- Paid vacation, floating holiday and sick time
- 401(k) with matching, FSA, HRA (Alley paid deductible)
- Free and discounted tickets to Alley Theatre performances
- Free parking
- Discounted gym membership
- Employee wellness program & EAP
- Houston, TX is one of the most affordable cities in the nation with no state or city income tax

TO APPLY

To apply for this position, please go to the following link on the Alley's website and apply.
<https://www.alleytheatre.org/about-us/opportunities/employment>

Alley Theatre is committed to providing reasonable accommodations for qualified individuals with disabilities and disabled veterans in our job application procedures. If you need assistance or an accommodation due to a disability, you may contact us at HRdept@alleytheatre.org.

The Alley Theatre is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status or any other basis prohibited by local, state, or federal law. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+ individuals, and people with disabilities, veterans, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Successful candidates will commit to an equitable and inclusive workplace, including but not limited to: racial equity, accessibility for individuals with disabilities, use of gender inclusive language, and cultural sensitivity. Read more at [Alley Theatre Official Website - Equity Diversity Inclusion](#)