

DALLAS THEATER CENTER

2400 Flora Street Dallas, Texas 75201 (214) 521-7666 Fax DallasTheaterCenter.org

JOB DESCRIPTION

JOB TITLE: Manager of Grants and Prospect Research
DEPARTMENT: Development
REPORTS TO: Director
PREPARED DATE: July 13, 2022
CLASSIFICATION: FLSA: Salary, Exempt
Salary: \$55,000 to \$58,000

MISSION STATEMENT

The mission of Dallas Theater Center is to engage, entertain and inspire our diverse community by creating experiences that stimulate new ways of thinking and living. We will do this by consistently producing plays, educational programs, and other initiatives that are of the highest quality and reach the broadest possible constituency.

EQUITY, DIVERSITY AND INCLUSION STATEMENT

ALL ARE WELCOME!

At Dallas Theater Center, we want to be the best place to work and see theater, and to be a positive and transformational force in Dallas and beyond.

We stand up for **equity, diversity and inclusion** across our company and community. As a leading national theater, we recognize that building an equitable, diverse, and inclusive environment is central to our relevance and sustainability in the community we serve and love.

*For complete statement, please see final page of this posting

POSITION SUMMARY:

The Manager of Grants and Prospect Research will identify, define, and develop funding sources, build and nurture relationships to support existing and planned program activities, productions, and other special initiatives at Dallas Theater Center in addition to leading the development, writing, and submission of grant proposals to local, state, federal, and private funding agencies.

Primary responsibilities include (but are not limited to) preparation of proposals and grant applications, administrative research to identify, develop, and respond to public and private grant opportunities and be a great storyteller.

This position will be responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by grants, donors, federal, state, and private funding agencies. The Manager of Grants and Prospect Research will also be responsible for curating key collateral materials and communication assets for the development department and other duties as assigned by the director of development.

This is a full-time, exempt position, which is not eligible for overtime. This position includes a full benefits package: medical, dental and vision insurance, DTC-paid life insurance, voluntary life insurance and 403b programs,

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complimentary tickets and generous paid-time off. Some nights and weekends will be required as needed throughout the season.

KEY RELATIONSHIPS

- Advancement
- Donor Relations
- External Affairs
- Development
- Marketing

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with Director of Development to create goals and strategies for institutional giving.
- Possess great storytelling techniques to be utilized throughout the organization, as it pertains to donor relations, fundraising, and grant generation.
- Research and detect local, state, federal, corporate, foundation, and private funding options.
- Create high-quality proposals, storylines, requests and supporting documentation in response to solicitations consistent with all guidelines of the Dallas Theater Center.
- Create revenues for the Dallas Theater Center through well-timed submission of well written, researched, and supported grant proposals.
- Work with relevant Dallas Theater Center staff to develop proposal language for new and existing programs, to articulate objectives and outcomes for those programs, to establish evaluation methodology and program-related data to be measured, and to create project budgets for grant purposes.
- Attend local and selected state and national arts advocacy events on behalf of Dallas Theater Center.
- Support and create relationships with funders and other key partners on a local, state, and national levels.
- Secure foundation and government grants to achieve annual fundraising goals.
- Input and maintain detailed schedule of research, request deadlines and activity status in Tessitura, DTC's donor management software.
- Create final reports for foundations, government agencies, and organizations.
- Possess genuine interest in staying informed about new and current trends in CRM and Tessitura.
- Maintain statistical data regarding Dallas Theater Center and its programs
- Serve as a liaison to all, private and government funding agencies and organizations.
- Act as the main responsibly party for grant schedules and track grants.
- Manage the development of submitted grant proposals.
- Ensure funder's guidelines and legal requirements are followed.
- Execute thank you letters and facilitate grant agreements.
- Become familiar with and adhere to guidelines of the Dallas Theater Center regarding grant management.
- Coordinate data for, create, and submit monthly reports to City of Dallas.
- Committed to diversity, equity, and inclusion.
- Other duties as assigned.

This job description is not exhaustive and is subject to review in conjunction with the post holder and according to future changes/developments.

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SKILLS, KNOWLEDGE AND ESSENTIAL ATTRIBUTES

- Individual must be a self-starter, detail-oriented with excellent writing skills
- Self-motivated with strong organizational skills
- Individual must be an excellent communication with excellent presentation skills.
- Collegial spirit and belief in the transformative value of the arts
- Motivated to work towards accomplishing yearly financial goals and to look ahead to strategies for long-term results
- High energy, adaptability, and an eager, positive attitude with a sense of humor
- Proficiency with Microsoft Word and Excel; knowledge of Tessitura (or other donor management software) a plus

EDUCATION AND EXPERIENCE REQUIRED

- Minimum of five years in a position as a writer or three years in the non-profit sector as a fundraiser
- Knowledge of theater or the arts preferred
- Certification/Specialized Training preferred

COVID19 REQUIREMENTS:

- Ensure that all work is performed in alignment with DTC's COVID19 Response Protocols.
- Be able to provide documentation of full vaccination of a US-government approved COVID19 vaccine regimen for COVID19, at the time of hire.

Dallas Theater Center is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. If you need assistance or an accommodation during the application process because of a disability, it is available upon request. The company is pleased to provide such assistance, and no applicant will be penalized as a result of such a request.

Please submit resume and cover letter via email to careers@dallastheatercenter.org with **Grant Writer** in the subject line.

ABOUT DALLAS THEATER CENTER

One of the leading regional theaters in the country and the 2017 Regional Theatre Tony Award® Recipient, Dallas Theater Center (DTC) performs to an audience of more than 100,000 North Texas residents annually. Founded in 1959, DTC is now a resident company of the AT&T Performing Arts Center and presents its Mainstage season at the Dee and Charles Wyly Theatre, and at its original home, the Kalita Humphreys Theater. DTC is one of only two theaters in Texas that is a member of the League of Resident Theatres, the largest and most prestigious non-profit professional theater association in the country. Under the leadership of Enloe/Rose Artistic Director Kevin Moriarty and Managing Director Jeffrey Woodward, DTC produces a seven-play subscription series of classics, musicals and new plays and an annual production of A Christmas Carol; extensive education programs, including the Awardwinning Project Discovery and partnerships with Southern Methodist University's Meadows School of the Arts and Booker T. Washington High School for the Performing and Visual Arts; and many community collaboration efforts with local organizations. In 2017, DTC launched Public Works Dallas, a groundbreaking community engagement and participatory theater project designed to deliberately blur the line between professional artists and community members, culminating in an annual production featuring over 200 Dallas citizens performing a Shakespeare play. Throughout its history, DTC has produced many new works, including recent premieres of Miller, Mississippi by Boo Killebrew; Hood: The Robin Hood Musical Adventure by Douglas

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Carter Beane and Lewis Flinn; Bella: An American Tall Tale by Kirsten Childs; Clarkston by Samuel D. Hunter; The Fortress of Solitude by Michael Friedman and Itamar Moses; Giant by Michael John LaChiusa and Sybille Pearson, and many more.

As a member of The League of Resident Theaters (LORT), DTC operates under the LORT agreement with Actors' Equity, the Stage Directors and Choreographers Society and United Scenic Artists.

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- **EQUITY** means recognizing that not everyone starts at the same place, addressing inequities in access and opportunity, and allowing for full and fair participation.
- **DIVERSITY** means acknowledging and respecting human qualities that are different from our own and outside the groups we are a part of or with which we are associated. These qualities include but are not limited to: ethnicity, race, color, country of origin, sex, gender, gender identity or expression, age, sexual or relationship orientation, family structure, religion, beliefs, political affiliations, experiences and ability differences.
- **INCLUSION** means honoring and accepting the gifts, backgrounds, experiences, and wisdom that every individual brings with them, so that every stakeholder feels valued by Dallas Theater Center. Our stakeholders are staff, artists, board members, donors, audiences, and community members.

We will strive to create a culture of inclusion where individuals can thrive and succeed, are able to participate in and contribute to the progress and success of Dallas Theater Center while growing both professionally and personally.

We recognize and value individual differences, and we acknowledge structural and systemic racism and other access barriers that prevent full and fair participation of people outside the dominant culture and power dynamics. We acknowledge the complexities of becoming a fully inclusive and anti-racist organization, and we accept the challenge to build an organization where full and fair participation is the norm.

We commit to providing fair treatment, access, opportunity, and advancement and to creating space for culturally diverse voices to be heard and power to be shared. Together, we are even better.