



Job Title: Grants Manager

Job Type: Contractor, Part-time

Salary: \$25-30/hr, *depending on experience*

Average monthly hours: 20-30 hours

Location: Remote

Reports to: Managing Director / Development Lead

Boise Contemporary Theater is Idaho's only professional theater company focused on producing new works that inspire our community and tell thought provoking stories of the human experience. BCT's Grants Manager is responsible for researching, preparing, submitting, and managing grant proposals and reports that support the theater's mission and meet funder guidelines and criteria.

Duties and Responsibilities:

- Writes and submits grants in accordance with BCT's grants calendar. This includes maintaining significant grants from the National Endowment for the Arts, state and local governments, and national and local foundations. These grants support programming, general operations, and our capital campaign.
- Researches new opportunities for grant funding aligned with BCT's mission, programs, and annual funding priorities
- Monitors and maintains funder and investor reporting schedules and submits final reports in accordance with all funder deadlines
- Works with BCT's finance office to collect necessary financial information
- Maintains a library of past grants, and grant support documents, including resumes, bios, IRS forms, Board/staff lists, etc.
- Is up to date on all BCT programming and funding priorities
- Maintains a master calendar of grants and prospects and all associated files and correspondence
- Maintains consistent and open communication with the Managing Director / Development Lead, including bi-weekly virtual or in-person meetings to review progress and assist with growth strategies

Work Environment: Boise Contemporary is a collaborative, high-energy workplace. Performance and education programming changes every 6-10 weeks, while the day-to-day work remains relatively consistent.

Experience:

- 2 or more years of successful grant writing or grant management experience with an Arts non-profit organization
- Some experience with, or working knowledge of, non-profit theater

Preferred Qualifications:

- Highly organized with great attention to detail
- Strong verbal and written communication skills
- Self-sufficient and proactive
- Ability to prioritize and execute tasks independently
- Strict adherence to deadlines and the ability to follow instructions with precision

Benefits:

- Free access to company events, including Main Stage productions and readings
- Flexible work schedule - remote

If you are interested in the position, please contact Emily Mahon:

Email: em@bctheater.org

Phone: (208) 331-9224 x 3

Open until filled.