

# JOB EXPECTATIONS

## *Grants Administrator*

### **Who we are.**

For 34 years, Storycatchers Theatre has been empowering court-involved youth to craft and perform musical theatre based on their own personal stories of growing up in Illinois' underserved neighborhoods. Using an award-winning and transformational writing methodology, these youth develop the skills needed to successfully re-enter society and move beyond their histories to become peer mentors, civic influencers and agents of change in our community.

Efforts include three residential programs inside juvenile justice facilities and "Changing Voices," a post-release employment program of 17-24-year-olds who write, rehearse, produce and tour their original musicals to civic leaders, Illinois judges, at-risk youth and other influential audiences to create space for crucial conversations.

### **Who should apply.**

We're looking for a dedicated person who is in early to mid-stages of their development career, with enough experience to be confident in the challenges of raising funds in a face-paced environment. They will be an advocate and enthusiastic supporter of our youth and be comfortable with large grant proposals that require absolute attention to detail.

They should be at home in an intimate work environment and be willing to jump into a project and be accountable for writing grants that our organization relies on to survive. We also like nice, grounded people. There's always a grant report due. We have no time for drama.

### **Position summary.**

The Storycatchers Theatre Grants Administrator is a critical member of the development team who will be responsible for helping raise money to support our programming. They will prepare, submit, and manage grant proposals to foundation, corporate, and government sources.

These funding sources represent the vast majority of Storycatchers Theatre's income. As such, the grants administrator has a direct and positive influence on serving our mission and our youth. They will collaborate with program and administrative staff to understand how best to frame proposals and share successes across the company and their supporters.

### **Grants Administrator job expectations.**

- Write well-researched and compelling grant proposals and reports demonstrating the impact of award-winning creative youth development programs

- Maintain and implement the grants calendar, ensuring timely submissions
- Research current, published articles, data, and studies pertaining to juvenile justice and the field of creative youth development
- Keep multiple applications moving in a timely manner, meet deadlines and manage supplemental material required for proposals and reports
- Identify new corporate, foundation and government funding opportunities through proactive online research
- Track statistics relevant to development and provide written materials necessary for donor stewardship (participant and audience numbers and demographics; communities served; qualitative and quantitative engagement, etc.)
- Manage the donor database

**Core competencies and qualifications.**

- At least two (2) years of experience in non-profit development working directly with institutional giving
- Must be a very effective communicator with excellent writing skills
- Must be “Information Literate”: Able to recognize when information is needed and then locate, evaluate and use the needed information
- Significant experience with MS Excel and Word, including letter formats, document layout, mail merges, tables and spreadsheets
- Exceptional attention to detail – enough that people sometimes call you out on it
- Just as effective working on a team as much as are working alone
- Familiarity with fundraising databases a plus
- Real passion for arts education and/or social justice

**General required availability.**

- Part-time: Approximately 20 hours/week
- Weekdays as program requires. Occasional weekend performances and events
- Remote work and flexible work hours available

**Compensation and benefits.**

- Salary Range: \$25-\$30/hour depending on experience