

Individual Campaigns and Grants Manager

DEPARTMENT: Development

REPORTS TO: Director of Development

APPLICATION DEADLINE: August 23, 2022

CLASSIFICATION: FLSA: Salaried, Exempt

Lyric Theatre of Oklahoma, the state's leading professional theatre, is seeking an **Individual Campaigns and Grants Manager** to join our highly successful fundraising team. This role is a vital member of the Development staff working closely with the Director of Development. This position is responsible for the management of philanthropic grants, digital and direct mail fundraising campaigns, and special events hosted by Lyric Development Team. The ideal individual expertly performs as a liaison to government, foundation, and corporate giving sources, overseeing funding deadlines, application process and donor benefits. The person in this position will manage their time, resources, and workload to maximize productivity and reach income goals, exercise discretion, assess and engage in complex internal and external relationships, and regularly take on initiatives to advance Lyric Theatre's goals and objectives. The ability to write persuasive grant copy and fundraising campaigns that accurately reflect the organization's mission is an essential job requirement. Founded in 1963, Lyric Theatre of Oklahoma is a 501c3 non-profit organization producing classic to contemporary musicals and plays created by artists from Oklahoma and around the nation. Shows are presented at two Oklahoma City venues – the intimate, 281-seat Plaza Theatre and the grand, 2,477-seat Civic Center Music Hall. Lyric Theatre is centrally located in Oklahoma City with close access to affordable housing and urban amenities.

PRIMARY RESPONSIBILITIES

Overall

- *Work with the Director of Development to develop, plan, and execute annual and long-term goals and strategies to support Lyric Theatre's fundraising campaigns*
- *Respond to donor questions and requests*
- *Maintain positive relationship with Lyric's staff, Board of Directors, and funders, and proficient knowledge of the organization's history and programs.*

Grant Writing

- *Manage the fundraising calendar and solicitation of foundation, corporate grants and funding for general operating and program support*
- *In coordination with key staff, responsible for full life cycle grant execution across all institutional programs. This includes researching, writing, editing, and submitting Letters of Intent (LOIs), proposals, budgets, reports, and other grant requirements while following a set grant calendar*
- *Research, identify and pursue applicable new grant opportunities*

Campaign Management

- *Track all funding in the theatre's project management software (Asana), and CRM database (PatronManager)*
- *Plan and execute an annual strategy for the renewal of previous gifts, and work with key staff on stewardship of major contributors in regard to acknowledgement, signage, and benefits*
- *In coordination with Development Director, plan and execute digital and direct-mail giving campaigns*
- *Collaborate with Development and Marketing teams to cultivate new donors and enhance relationships with existing donors, including identification of prospects, community engagement, and creating opportunities for donor recognition*

Special Events

- *Plan, organize, and manage special events: Broadway BASH, Donor receptions, and Understudies events*
- *Manage fundraising software (OneCause, 360MatchPro)*
- *Work with Broadway BASH committee to develop event, coordinate promotional materials, social media, and invitations, and act as liaison between the venue and vendors, donors, etc.*
- *Direct logistics and production of the BASH*
- *Maintain records on event activities, progress, status, and post event summary*
- *Provide assistance with Board of Directors activities*

Required Knowledge, Skills, and Abilities:

- *Working knowledge of Microsoft Office and/or G Suite is required*
- *Proven and exceptional writing and communication skills required.*
- *Must be able to meet deadlines through attention to detail and by maintaining a calendar to track multiple critical priorities*
- *This position is regularly in contact with people at all levels of society and business including Lyric Theatre leadership, high level volunteers, major donors and prospects. Professional, cordial demeanor, tact, discretion, and diplomacy are imperative.*
- *Proven ability to deftly manage a variety of relationships and personality types; both internally and externally*
- *Self-motivated person who takes initiative to begin and complete projects on their own, but also appreciates a collaborative work style*
- *Must embrace the mission and artistic vision of Lyric Theatre of Oklahoma*
- *Must take ownership of responsibilities with staff and volunteers, provide leadership when appropriate, and take joy in the work*

Minimum Required Experience:

- *At least 2 years of work experience in development, donor relations, or related field*
- *2+ years of proven grant writing experience (samples required)*
- *Special events organization/management experience preferred*

The Ideal Candidate Will Also:

- *Be extremely organized with strong writing skills*
- *Be a creative, resourceful, and collaborative team player*
- *Demonstrate actions which reflect genuine interest in advancing Lyric Theatre in Oklahoma City and across the state*

Key Relationships:

- *Director of Development*
- *Producing Artistic Director*
- *Executive Producer*
- *Managing Director*
- *Business Manager*
- *Director of Education*
- *Board Development Committee*
- *Understudies Chairperson*

Minimum Required Education: Bachelor's degree in nonprofit management, arts management, communications, or related field.

Work Schedule: This position is a full time, exempt position and requires some off-peak hours for evening or weekend shows, meetings and events. Must be able and willing to travel and represent Lyric at in-state and out-of-state conferences and other professional development opportunities. Remote work one day/week.

Physical Requirements: This role primarily works in a normal office environment where there are little or no physical discomforts. During events light lifting, up to 25lbs, is occasionally required.

Compensation: Salary 45,000-48,000. Salary and title are commensurate with experience and competitive with other 501c3 organizations of comparable stature and size in Oklahoma. Package includes paid medical and dental insurance, paid vacation, sick leave, long-term disability insurance, complimentary tickets to Lyric productions, and paid personal time and major holidays off.

Application Procedure:

To apply, please submit the following electronically to development@lyrictheatreokc.com or mail to: Kerrie Brinkman-White, Director of Development, Lyric Theatre of Oklahoma, 1727 NW 16th, Oklahoma City, OK 73106.

Please include the following:

- *Cover letter*
- *Résumé*
- *Grant writing samples*

- *Salary requirements*
- *Contact info for professional references including name, title, email, phone, and relationship. We will not contact references without your permission.*

Application Deadline is August 23, 2022 Lyric Theatre is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status. All with the required experience are encouraged to apply.