



**Charlotte Ballet**  
**Development & Philanthropy**

**Job Description – Grants Manager**

The **Grants Manager** is responsible for researching, developing, submitting, and monitoring foundation and government grant requests to meet institutional fundraising goals for Charlotte Ballet. The position works closely with the Director of Philanthropy to create and manage a comprehensive strategy to meet revenue goals for grant contributions.

The Grants Manager will report to the Director of Philanthropy and External Relations, while partnering with the Philanthropy and Marketing/Communication teams to support Charlotte Ballet's overall fundraising efforts.

Charlotte Ballet's mission is to provide artistically excellent programming to diverse audiences in its home city of Charlotte, the Southeast region, and to the varied communities it serves while on tour across the nation. Charlotte Ballet is a Charlotte-based, world class repertory dance ensemble. It performs classic, contemporary, and cutting-edge dance with virtuosity, energy, and artistic excellence for local, statewide, and national audiences. Charlotte Ballet's collective talents provide the opportunity and give us the responsibility to challenge, stimulate, educate, entertain, and thereby enrich our audiences.

**Job Description**

- Drafts and edits proposals and grant applications for Charlotte Ballet including gathering, researching, and developing content and supporting materials, editing proposals, and developing budgets.
- Coordinates pre-award and/or post-award activities for grants. Pre-award activities include the development, preparation, and submission of grant proposals. Post-award activities include the establishment of accounts in the financial accounting system, re-budgeting of funds, timely stewardship reports, and making or reporting changes to the award or expenditures.
- Supports Director of Philanthropy & External Relations on strategic initiatives for Charlotte Ballet including defining project scopes, establishing fundraising goals, prospect management, content creation, and project deadlines
- Prepares stewardship and mid-term and final grant reports for Charlotte Ballet, including stewardship of program/event funders and impact deliverables to funders.
- Ensures that all applications meet agency and Charlotte Ballet guidelines while meeting published timetables and deadlines.
- Conducts prospect research and makes recommendations for new funding sources.
- Drafts related correspondence for stewardship and donor cultivation for Executive Director and Director of Philanthropy & External Relations.
- Assists the Director of Philanthropy & External Relations with administrative needs for the fundraising efforts as well as Departmental operations.
- Performs other related duties as assigned.

### **Education, Qualifications, and Competencies**

- Bachelor's Degree in Arts, Business, English or related field preferred,
- 3-5 years' experience in Non-profit development and/or grant writing; Performing Arts or Dance experience preferred
- Demonstrate appropriate treatment of sensitive or confidential information.
- Demonstrate attention to detail and strong organizational and analytical skills.
- Demonstrate outstanding oral and written communication skills.
- Effectively and accurately proof own work. Produce complete and accurate work products (correspondences, reports, etc.).
- Establish and maintain effective relationships by building rapport, listening and responding to stakeholder needs. Follow up to ensure positive results.
- Demonstrate sound judgment and decision-making. Solve problems and resolve issues.
- Develop, utilizes and maintain up-to-date knowledge of appropriate Raiser's Edge software to effectively and efficiently perform tasks.
- Demonstrate tact and diplomacy in all interactions.
- Demonstrate sound project management skills, including the ability to manage multiple projects.
- Negotiate favorable results for the organization by using persuasion and diplomacy.

### **FLSA Status/Classification**

The Grants Manager will be considered Full-time and Exempt in status.

### **Compensation and Benefits**

- \$44,000 - \$48,000 / annual
- Benefits include: PTO, Sick Time, 403(b) Retirement Plan, Medical/Dental/Vision, Short/Long Term Disability, FSA

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*Charlotte Ballet is an Equal Opportunity Employer, and as such, we recognize our responsibility to embrace and promote Diversity, Equity, and Inclusion (DEI) throughout all aspects and levels of our organization including artistic programming, talent recruiting and retention, training, workplace culture, and community engagement.*