



## JOB DESCRIPTION | Grant Writer (Staff Position)

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**REPORTS TO:** Associate Vice President of Development

**FLSA:** Full-Time, Exempt

**PAY:** \$65,000 - \$75,000 Annually

**LOCATION:** On-Site 100% Palm Desert, CA

### JOB SUMMARY

The McCallum Theatre is seeking a talented, highly motivated and experienced Grant Writer to join our team. The Grant Writer will play a critical role in securing funding from private and family foundations, government entities, corporations, and organizations to support our mission and programs. This position will work closely with various departments to ensure the development of compelling grant proposals, the cultivation of strong donor relationships, and the effective management of grant-related activities.

### ESSENTIAL RESPONSIBILITIES

- **Develop and Write Grant Proposals:** Create persuasive grant proposals tailored to private and family foundations, government entities, corporations, and organizations. Perform prospect research to assess foundation prospects. Ensure all proposals are comprehensive, clear, and formatted to meet the specifications of the prospect, including all necessary attachments.
- **Proposal Development:** Gather information related to program objectives, outcomes, deliverables, implementation methods, timetable, staffing, budget, performance standards, and evaluation metrics for proposal development.
- **Grant Calendar Management:** Establish and maintain a two-year grant calendar that includes proposal and grant reporting deadlines, along with foundation prospect cultivation strategies to secure funding from national funders. Meet proposal deadlines by setting priorities and target dates for information collection, narrative composition, key staff reviews, approval, and submission.
- **Budget Collaboration:** Collaborate with the Education and Finance Departments to understand, compile, and format project budgets within grant proposals.
- **Build Relationships:** Cultivate strong relationships with prospect program staff, Board members, and other influential leaders essential to the fundraising process. Attend relevant foundation-related events and webinars.
- **Collaboration with Program Teams:** Collaborate with staff involved in program and mission-based initiatives, particularly in the Education department, to gather information for letters of inquiry, proposals, and grant reports. Write, revise, and edit drafts, including executive summaries, cover letters, conclusions, and organization biographies and credentials.
- **Front-Line Fundraising:** Act as a member of the Development Department's front-line fundraising team, participating in donor events, and, when appropriate, staffing the Founder's Room during show nights.

## MINIMUM REQUIREMENTS

- Bachelor's degree.
- A minimum of three years of demonstrably successful grant writing experience in a non-profit setting.
- Maintains a positive attitude, operates with a team spirit, and exemplifies professionalism.
- Ability to concentrate in a dynamic environment with numerous interruptions and effectively prioritize tasks to meet deadlines.
- Skilled in interacting with staff, administrators, and high-level external constituents while remaining flexible, proactive, resourceful, and efficient.
- Proficiency in Microsoft Office 365 and working knowledge of donor database software.
- Strong skills in prioritizing work plans and working independently to meet deadlines.
- Organized, independent thinker, and self-starter.

## Work Authorization/Security Clearance

Proof of eligibility to work in the United States.  
Criminal, Civil background check will be performed.  
An equal opportunity employer/Drug Free Workplace

## PHYSICAL REQUIREMENTS

### Work Environment

This job operates in a professional, non-profit performing arts theatre. This role operates within the theatre as well as the exterior grounds of the facility.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must possess strength, stamina, and mobility to perform light to medium physical work; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer, keyboard, tools and equipment. Incumbents in this classification sit, bend, stoop and reach. Ability to lift 10 pounds is necessary for moving materials when necessary. Candidates must possess the ability to lift, carry, push, and pull materials with assistance and/or the use of proper equipment.

### AAP/EEO Statement

McCallum Theatre provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## ABOUT THE McCALLUM THEATRE

McCallum Theatre is a renowned non-profit performing arts theater dedicated to enriching the cultural life of our community through a diverse program of world-class entertainment, education, and community engagement. Our mission is to provide a world-class platform for artists while enhancing the cultural experience for our patrons and supporting our local community. To learn more visit [www.mccallumtheatre.org](http://www.mccallumtheatre.org).

