



## Institutional Grants Manager

The Old Globe seeks a skilled and experienced Institutional Grants Manager for one of the most renowned regional theatres in the nation. With a budget of \$36 million, the Tony Award-winning Old Globe produces a broad range of work from Shakespeare and classics to world premiere musicals and plays. The Globe annually produces 15 productions on its three stages, plus a "Globe for All" touring program that performs in community venues throughout San Diego County.

Reporting to the Director of Philanthropy, the Institutional Grants Manager is responsible for managing all aspects of foundation and government funding, including identifying, researching, and cultivating foundation and government funders. The Institutional Grants Manager will develop and write proposals and reports and will steward institutional funders. The Institutional Grants Manager will oversee other grants personnel and interns.

We seek a motivated, positive, and accomplished writer and grants manager who has nonprofit experience and is adept at storytelling. The chosen candidate will have an interest in and passion for theatre as well as outstanding verbal and written communication skills. The successful candidate will write clearly, concisely, and compellingly; understand the power of visual communication; enjoy working with donors and building new relationships; develop budgets and manage projects from conception to completion. They will enjoy working with a diverse team in beautiful Balboa Park and will value the power of philanthropy and the role that philanthropists play in an arts organization. Applicants should demonstrate a commitment to equity, diversity, inclusion and access and anti-racism work in the theatre.

Excellent skills in Microsoft Word and Excel required. Experience with Tessitura a plus. Must be able to pass a background check. As of October 1, 2021, employees of The Old Globe must be fully vaccinated for COVID-19 unless a medical or religious exemption would apply.

Salary range is \$75,000 - \$85,000, commensurate with experience. Full-time position with benefits including 401(k).

The Old Globe is committed to fostering a culture of equity, diversity, and inclusion in all areas of our operation, therefore we strongly encourage applications from populations underrepresented in the theatre field. Multilingual candidates are also strongly encouraged to apply. Send cover letter, resume, and three writing samples to [HR@TheOldGlobe.org](mailto:HR@TheOldGlobe.org).