

Job Title: Grants and Community Outreach Manager

Job Location: Laguna Beach, CA

Classification: Full-time, Exempt

Position Summary:

The Laguna Playhouse is seeking a Grants and Community Outreach Manager to support the agency's development, community relations, and outreach efforts. An integral part of the Development team, the Grants and Community Outreach Manager works closely with the Director of Major Giving and reports directly to the Director of Development. The Grants and Community Outreach Manager builds and strengthens partnerships with schools, non-profit community organizations, government leaders, and youth service agencies and works to expand strategic initiatives in support of new outreach programs designed to introduce the joy of live theatre to youth and members of the community.

Responsibilities:

- Research and identify grant prospects that align with The Laguna Playhouse's mission and strategic goals.
- Develop and submit well-researched and persuasive grant proposals to individual, corporation and foundation funders.
- Work with Development, Program, Finance and Leadership staff to develop performance metrics and budgets for grant proposals.
- Manage grant reporting.
- Maintain annual grants calendar with deadlines for proposal submission and reports.
- Track grants and prepare monthly reports for Director of Development.
- Outreach to nonprofit organizations, elected officials, and other service providers.
- Coordinate group visits and activities at The Laguna Playhouse.
- Build and maintain positive relationships with donors and agency partners.
- Other duties as assigned.

Qualifications:

- Bachelor's Degree or equivalent experience required.
- A minimum of two years' experience in grant writing or a combination of development functions which including writing grants.
- Experience successfully soliciting local, regional, and national foundations and a proven track record of securing new foundation grants.
- A community representative of the theatre with an understanding of the impact of the arts on communities.
- Strong verbal, written and interpersonal skills.
- Self-motivated, detail oriented, work effectively both within a team and in self-directed situations.
- Strong ability to manage multiple projects simultaneously.
- Must maintain positive personal relationships in a broad range of situations.

- Able to work under pressure to meet tight deadlines and funding goals, and simultaneously manage multiple priorities while maintaining a calm, professional work style.
- Competency with computers, the Microsoft Office Suite, and social media.
- Experience working with the Tessitura database strongly preferred.
- The ability to work flexible hours including weekends and evenings from the office.
- Ability to maintain confidentiality.
- Strong customer service and problem-solving ability.

PHYSICAL REQUIREMENTS OF THE POSITION:

- Employee is regularly required to sit or stand for extended periods of time; talk, hear, and operate a computer and telephone keyboard.
- Close vision requirements for computer work.
- Sufficient mobility to meet clients at locations outside of the office.
- Able to operate office equipment such as a computer, calculator, copy and fax machine.
- Frequently communicate with clients, partners, volunteers and the public who have inquiries about the organization’s mission and services; must be able to exchange accurate information in these situations.

To Apply:

Send a cover letter and resume to HR@LagunaPlayhouse.com.

Please include “Grants and Community Outreach Manager” as the subject line of the email.

No telephone calls or faxes, please. We regret that due to the volume of resumes received, we are unable to respond to all inquiries.

The Laguna Playhouse:

Founded in 1920, the historic Laguna Playhouse is one of the oldest continuously-operating not-for-profit theatres on the West Coast, is a member of the League of Resident Theatres, and is proud to be an active participant in the celebrated Laguna Beach arts community. From classic plays and musical comedies to the current off-Broadway smash, The Laguna Playhouse works to enrich lives through the magic of live theatre, to provide educational opportunities for children and adults, and to create experiences that stimulate cultural and social interaction and inspire our community.

The Laguna Playhouse educational programming includes year-round classes, productions by and for children and teens, and is one of the few companies in the region that offer a curriculum-based professional theatre-touring program, TheatreReach, which aligns with the California State Standards for literature, history and performing arts curriculum.

To learn more about The Laguna Playhouse, visit www.LagunaPlayhouse.com.

The Laguna Playhouse is an equal opportunity employer with a strong commitment to a diverse, multicultural staff.