

**Position Title:** Grant Manager  
**Classification:** Exempt  
**Department:** Development  
**Reports To:** Director of Special Projects  
**Supervises:** Not Applicable

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Assists Director in maintaining an active solicitation program of corporate, foundation, and government entities (or constituents).

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### **Responsibilities**

1. Manage and track all institutional renewal solicitations, reports, and acknowledgements, including assignments to the Development Writer and others.
  2. Draft standard proposals, reports, budgets, and materials to support solicitations.
  3. Write special proposals and reports as necessary, including budgets and supporting materials.
  4. Plan and manager prospect research with the Director.
  5. Help maintain departmental systems, including the Grants Calendar, CFG goals, Raiser's Edge notes and actions, the hard files, credits, and other grant tracking systems.
  6. Participate in donor cultivation and solicitation as necessary.
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### **Requirements**

Minimum of five years of development experience, knowledge of foundation, corporate, and government grant application procedures, a college degree, and excellent writing, language, and interpersonal skills. Knowledge of Microsoft Office applications. Knowledge of Raiser's Edge a plus. Must be detail orientated and have the ability to work independently. Knowledge of classical music a plus.