

## Grants and Events Manager

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### WHO WE ARE

Serving the Treasure Valley, the Boise Phil was established 60 years ago but traces its artistic roots back to 1885. It is the longest continuously running cultural organization in the state, and one of the longest in the country. The Boise Phil employs nearly 80 professional musicians each concert season, and presents an array of concerts, education opportunities and other special performances. In addition to the professional orchestra, the Boise Phil also includes the Boise Phil Master Chorale and the Boise Phil Youth Orchestra.

### ABOUT THE ROLE

The Grants and Events Manager is a vital member of the Boise Phil Development Team who will manage a large portfolio of grants and several fundraising and donor cultivation events throughout the year. The successful candidate will have experience in grant writing, reporting and management, as well as event planning, management and execution. Candidates should be extremely organized and capable of handling multiple projects at one time with great attention to detail. Strong writing and editing skills are essential and should be demonstrated throughout the application process. Candidates should have a methodical and analytical mindset and able to work well both independently and in a team setting.

Candidates with 3-4 years of development experience and a desire to grow and advance in a fundraising and development career are strongly encouraged to apply.

**Status:** Full-time (exempt)

**Reports to:** Vice President of Advancement

### KEY RESPONSIBILITIES

The Grants and Events Manager will allocate 65% of time to grant management duties and 35% to events. Specific responsibilities include, but are not limited to, the following:

#### Grants

Perform relevant research to identify potential grant support from government agencies, foundations, and corporations to meet the financial and operational needs of the organization.

- Manage a \$450-500k portfolio of grants.
- Perform grant research, grant writing, grant program design and implementation, compliance and grant reporting.
- Provide clear communication of proper rules and regulations for grant application process, budget presentation, specifications, requirements, and objectives across all departments of the organization.
- Keep relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities.
- Identify and develop strategies to optimize the grants administration process.

- Work with Director of Advancement to ensure proper coordination of portfolio and prioritization.
- Work with Finance Director and other relevant staff to ensure grants are implemented according to the intended use of the funds, per the grant agreement.
- Provide detailed reports to the funders and Director of Advancement with respect to the organization's progress.
- Monitor paperwork and other related documents connected with grant-funded programs.
- Work with Finance Director to ensure that records of all payments and receivables are maintained for all grant related activities.

### Events

- Plan, coordinate, produce and manage all aspects of 3-4 major fundraising and donor cultivation events with extreme attention to detail.
- Collaborate with Marketing Team to create event tone, activities and décor consistent with Boise Phil brand.
- Serve as liaison with major event vendors and venues.
- Collaborate with Development Coordinator to manage mailing lists and timely mailing of invitations, and to track all RSVPs and pledges.
- Collaborate with Development Coordinator to create, manage and share annual event calendar, complete with timeline, tactics, and assignments.
- Track and report event progress and results.

### **Essential Skills and Abilities**

- 3-4 years prior experience in non-profit development
- Excellent organizational and project management skills
- Strong command over written and verbal communication
- Excellent interpersonal and presentation skills
- Ability to perform in cross-functional team approach and job responsibilities
- Experience with basic financial management skills including developing and monitoring budgets and financial reporting
- A multi-tasker with strong ability to work under pressure
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail
- High ethical standards and commitment to excellence in all work-related endeavors
- Proficient in Microsoft Office Suite with ability to quickly learn new software programs and web-based project management tools
- Dedication and commitment to engage in and promote diversity, equity and inclusion within the staff, vendors and within interactions with the surrounding community is a must

### **HOURS & COMPENSATION**

Availability: This position is expected to work full-time, Monday – Friday. Additional weekends and evening hours will be required, specifically for working for concerts and special events.

Compensation: The annual salary for this position will range between \$45,000-\$50,000, depending on experience. Compensation also includes a health, dental and vision package with an HSA plan, as well as paid holidays, vacation and personal time off.

**APPLICATION INSTRUCTIONS**

To apply, please send a cover letter and resume to Joanne Taylor at [development@boisephil.org](mailto:development@boisephil.org). The deadline to apply is June 18.

Applicants must be authorized to work in the US without sponsorship.

*The Boise Philharmonic Association is an equal opportunity employer that values diversity. All qualified applicants will be considered without regard to race, religion, color, national origin, gender identity or expression, sexual orientation, age, marital status, veteran status, disability status, or any other legally protected category.*