

Grants Manager

ABOUT THE ROLE

The Grants Manager is responsible for managing the foundation, corporate foundation, and government grant portfolio for the Boise Philharmonic. Reporting to the Director of Development, this part-time position oversees grant research, proposal development, reporting, and compliance to ensure timely submission and strong institutional stewardship.

Status:

- Contract (approximately 20-30 hours per month; flexible scheduling)
- Some evening availability may be required during peak submission periods
- Work location: Remote with regular online and/or in person meetings

Rate of Pay: \$25-\$35 / hour based on experience

Reports to: Director of Development

KEY RESPONSIBILITIES

Grant Portfolio Management

- Manage a portfolio of foundations, corporate foundations, and government grants.
- Maintain a comprehensive grants calendar with deadlines, reporting requirements, and renewal timelines.
- Monitor grant cycles and ensure timely submissions and reports.

Proposal Development & Writing

- Write compelling grant proposals, letters of inquiry, and supporting materials.
- Collaborate with Artistic, Education, and Senior Management to gather programmatic information and outcomes data.
- Draft budgets and financial narratives in partnership with Finance and Director of Development.
- Tailor proposals to align with funder priorities and institutional goals.

Reporting & Compliance

- Prepare and submit interim and final grant reports.
- Track outcomes, program metrics, and financial data required for reporting.
- Ensure compliance with all grant terms and documentation requirements.
- Maintain organized digital records of grant agreements and reports.

Research & Prospect Identification

- Identify new institutional funding opportunities aligned with organizational priorities.
- Provide funding landscape updates and strategic recommendations to the Director of Development.

Essential Skills and Abilities

- 2–5 years of nonprofit grant writing experience.
- Demonstrated success securing foundation or government funding.

- Strong writing, editing, and storytelling skills.
- Experience preparing grant budgets and financial narratives.
- Excellent organizational and deadline management skills.
- Ability to work independently in a part-time structure.

Preferred:

- Experience in arts, culture, or performing arts organizations.
- Familiarity with foundation research tools.

ABOUT BOISE PHIL

Serving the Treasure Valley, the Boise Phil was established 65 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.

APPLICATION INSTRUCTIONS

To apply, please send a cover letter and resume to Emily Mahon at emily@boisephil.org. The deadline to apply is April 10, 2026.

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.