



GRANTS AND DEVELOPMENT MANAGER--JOB POSTING

The mission of New Jersey Theatre Alliance is to unite, promote, strengthen, and cultivate New Jersey's professional theatres. We advance the theatre community by developing innovative, collaborative, and engaging programs and services for member theatres and their diverse audiences.

New Jersey Theatre Alliance and its members envision a field that is flourishing, collaborative, and equitable for artists, administrators, member theatres, organizations, and audiences.

Our core values are:

- Professionalism & Integrity
- Equity & Access
- Collaboration & Partnership
- Innovation & Creativity

New Jersey Theatre Alliance, founded in 1981, has a six-member team and serves 41 professional theatres in the state and region representing 16 of the state's 21 counties, as well as New Hope, Pennsylvania. The Alliance, the only statewide service organization for professional theatre in the nation, produces a wide range of programs and services to market member theatres, provide learning opportunities and resources for management and trustees of member theatres, and support their efforts in making their programs and facilities accessible to audiences, artists and staff with disabilities.

Position Description

The Grants and Development Manager is a part-time, flexible, and remote position, supporting the fundraising activities of New Jersey Theatre Alliance including corporate, government, foundation, and individual giving. The efforts support the annual and long-term organizational goals of the Board of Trustees. This position works in partnership with, and reports to the Executive Director. The successful candidate must have an abiding belief in the value and necessity of the arts to the quality of life of an individual and the vitality of a community.

RESPONSIBILITIES AND DUTIES:

- Planning, coordinating, and writing grant requests and reports (55%)
 - Maintain the grant calendar and monitoring grant deadlines, requirements, and reporting schedules
 - Drafting proposals and reports, working with New Jersey Theatre Alliance staff to collect relevant project information, and gathering all support materials and attachments
 - Creating and updating records of funders/donors in CRM (Salesforce)
 - Identifying and researching new funding prospects locally, regionally, and nationally
 - Participating in bi-monthly meetings with Executive Director to review grant/development activity and ensure each grant-funded project requirements are being met
 - Attending program related staff meetings and roundtables in preparation for grant research/solicitation
 - Coordinating program documentation, stories, photographs/video, and testimonials to support grant applications and reports

- Collaborating with Executive Director, Deputy Director, and staff to coordinate individual donor communications. (20%)
 - Preparing and drafting 2-3 annual donor appeals
 - Coordinating and drafting donor acknowledgements
 - Working with Administrative Coordinator to ensure that donation records are accurate and up to date in CRM (Salesforce)
 - Running reports in Salesforce to create various lists for donor communications and fundraising events
 - Communicating with donors via fundraising emails and donor newsletter
 - Supporting the creation of annual report with statistics, testimonials, and donor listing

- Supporting planning and implementation of annual fundraising gala/event (15%)
 - Coordinating guest communications, including invitation lists and mailing, ticket confirmations, and acknowledgments
 - Assisting in coordinating night of event logistics, such as silent auction and raffle sales

- Supporting Executive Director in managing development operations (10%)
 - Strategizing funding sources to support the organization's programs and initiatives
 - Developing strategies that enhance philanthropic support, including cultivation and stewardship
 - Maintaining accurate records and supporting the Executive Director during the audit process

Qualifications

- 3+ years experience in grant writing.
- Fundraising, arts education and/or arts administration experience preferred.
- Demonstrated ability to communicate effectively—both verbally and written—with individuals from a variety of backgrounds.
- Demonstrated ability to work fluidly with technology including MS Office Suite; donor management software; experience with Salesforce preferred.
- Deadline driven, inherent desire to set and achieve goals; persistent and consistent efforts are keys to success in this role.
- Attention to detail and strong organizational skills to track progress on multiple initiatives, provide timely follow up, and complete tasks in accordance with project timelines.

Additional Information

- New Jersey Theatre Alliance operates remotely with a six-member team. The person in this position will work remotely with occasional travel for in-person meetings and events. Mileage is reimbursed; a percentage of cell phone and home internet will be reimbursed for work at home; computer and printer will be provided if needed.
- All New Jersey Theatre Alliance staff members are expected to advance the work of Equity and Access at the organization by:
 - Demonstrating commitment to advancing their own knowledge and expertise in areas of Access and Equity
 - Demonstrating commitment to advancing Equity and Access in the arts for all including individuals whose identity markers do not intersect with that staff member's
 - Engaging in learning opportunities offered by the Alliance such as Cultural Access and Creating Change roundtables
 - Sharing resources, learning, and ideas related to Equity and Access with colleagues
 - Supporting and engaging with annual events such as Cultural Access Awards and Creating Change Symposium

Compensation and Benefits

- Salary: \$35/hour for an average of 15 hours per week. Days and times of work are negotiable and flexible depending on scheduled events and meetings.
- As a professional courtesy, Alliance staff can to attend productions and programs of member theatres, based on availability

- New Jersey Theatre Alliance values creative collaboration and shared learning and supports continuing education opportunities for all staff.

At New Jersey Theatre Alliance, equity and access are core values. We continue to build a more inclusive culture that encourages, supports, and celebrates the diverse voices of our staff and membership. Diversity of experience fuels our creativity and connects us closer to our members and the audiences we serve. The Alliance supports equal employment opportunity in hiring, development, and advancement for all qualified persons without regard to race, religion, age, sex, national origin, ancestry, physical or mental disability, veteran status, sexual orientation, gender identity, marital status, or any other status protected by law.

<https://njtheatrealliance.org/www.njtheatrealliance.org/statement-of-commitment>

HOW TO APPLY

To apply for this position, please send a cover letter, resume, and two writing samples to John McEwen, Executive Director at jmcewen@njtheatrealliance.org by June 19, 2026. Subject Line: Grants and Development Manager. No phone calls, please.