Title: Grant Writer and Development Manager  
Department: Development  
Reports to: Vice President of Development  
Supervises: None  
FLSA Status: Full Time, Exempt  
Minimum Salary: $40,000

At the Orpheum Theatre Group, you will find amazing talent on our stages and throughout our dedicated staff. We are committed to serving the Mid-South through our nonprofit mission, which includes our numerous education and community engagement programs and our commitment to equity and diversity. Our Orpheum Theatre Group team is dynamic, creative, innovative, and community-minded, and we are ready to welcome you!

This development team member will lead the development, writing, and submission of grant proposals to federal, state, and private foundations to meet fundraising goals. Primary responsibilities include preparation of proposals and grant applications, researching, identifying, developing, and responding to public and private grant opportunities in areas that support OTG’s mission. The position is also responsible for collecting, analyzing, and reporting data on the performance of program activities that are funded by federal, state, and private foundations.

Successful applicants have excellent writing skills, have proficient knowledge of fundraising for a non-profit, and be committed to the mission or the Orpheum. Being a strong storyteller and weaving compelling narrative of OTG programming to be well understood by funders and stakeholders are key components of this position. Preferred applicants are deadline-driven team players with outstanding multitasking abilities.

How You Will Contribute

- Knowledge of the mission, history, programs, and financial needs of OTG
- Identify and research grant funding opportunities
- Write, submit, and manage grant proposals in funding portals and keep digital records
- Submit proposals to funders and provide all follow up reporting for the lifecycle of the grant
- Furnish funders with supporting documents based on the funding requirements
- Collaborate with staff members to send funders impact reports and to promote on-site tours
- Respond to internal and external queries on drafted and submitted proposals
- Assist with content for donor newsletters and telling the story of programming impact
Department and Organization Participation

- Contribute to department and organizational goals as well as individual goals
- Assist as needed on all department duties as assigned
- Support the organization’s fundraising initiatives and assist as needed at fundraising events
- Contribute to the organization’s mission, vision, values, and commitment to equity
- Attend community events as a representative of the Theatre

How You Stand Out

Preferred Experience

- 2+ years of grant writing experience, preferably in the arts and culture sector
- Experience should demonstrate a proven track record of securing funding opportunities; comprehensive knowledge of research, and the ability to distinguish and identify opportunities for funding

Preferred Skills

- Outstanding persuasive written and verbal communication skills
- Requires excellent administrative, organizational, planning, budgeting, and interpersonal skills
- Strong attention to detail and follow through
- Process oriented with highly advanced organizational skills: position manages many projects at various stages of completion at a time
- Comfortable working with deadlines and in a high-pressure environment
- Strong ability to listen and understand the intentions of prospects and funders
- Demonstrates advanced aptitude for relationship-building and positive interpersonal interactions
- Strategic thinking and decisive problem-solving skills
- Strong knowledge of MS-Office and fundraising database systems
- Positivity, flexibility, and adaptability/Comfortable working in a fast-paced environment
- Comfortable working with a highly collaborative team
- Willing and available to work flexible hours, including nights and weekends, as required

How We Stand Out

Benefits and Perks

- 401(k) and 401(k) matching
- Health, dental, vision, and life insurance
- Paid time off
- Paid holidays
- Parental leave
- Parking provided
• Tuition reimbursement opportunities
• A diverse team of colleagues
• Volunteer and committee opportunities
• Tickets to select Orpheum and Halloran Centre events as available
• Campus located in the heart of downtown Memphis with a historic theatre and modern performing arts and education center

Our Mission
The mission of the Orpheum Theatre Group is to enhance the communities we serve by utilizing the performing arts to entertain, educate and enlighten while preserving the historic Orpheum Theatre and the Halloran Centre for Performing Arts & Education.

Our Vision
The Orpheum Theatre Group will strive to be a world-class performing arts organization, serving as a cultural beacon and catalyst for positive change.

Our Values
• Innovative: The Orpheum Theatre Group takes risk and invests in new ideas.
• Inclusive: The Orpheum Theatre Group is welcoming and accepting to all.
• Inspirational: The Orpheum Theatre Group motivates positive change through the performing arts.
• Integrity: The Orpheum Theatre Group acts ethically and considers all viewpoints.
• Impactful: The Orpheum Theatre Group provides meaningful opportunity.
• Transformative: The Orpheum Theatre Group changes lives, Memphis, and the world.

Our Commitment to Equity, Diversity, and Inclusion
We are dedicated to equity, inclusion, and respect. We commit ourselves to listening to and elevating voices that have been systemically silenced.

The Orpheum Theatre Group is an Equal Opportunity/ Affirmative Action Employer, we will consider applicants for all positions without regard to race, color, religion, national origin or ancestry, sex, age (40+), disability, veteran status, or any other legally protected status under local, state, or federal law.

Please send all cover letters and resumes to hr@orpheum-memphis.com. If you would like to apply in person you can obtain an application at the Halloran Centre for Performing Arts, 225 S. Main St between the hours of 10am-2pm Monday-Friday.