

Childsplay Theatre

Development Communications & Grants Writer

Department: Development

Status: Non-exempt

FLSA: 1.0 FTE

Schedule: Fulltime Onsite

Reports To: Director of Development

Supervises: None

About Childsplay Theatre

Founded in 1977, Childsplay's mission is to create theatre so strikingly original in form, content or both that it instills in young people an enduring awe, love and respect for the medium, thus preserving imagination and wonder, those hallmarks of childhood that are the keys to the future.

As an internationally acclaimed ensemble-based professional theatre for young audiences located in Tempe, Arizona (Greater Phoenix), we seek a qualified Development Communications & Grants Writer, to join our dedicated team.

Position Description

Childsplay Theatre's Development Communications & Grants Writer is a key position within the Development Department, responsible for the key areas of grant writing, letter writing, and developing additional written communications and copy for Childsplay's Development Department. Additional responsibilities will include researching new grant opportunities and supporting departmental and organizational strategic planning. In this role, the Development Communications & Grants Writer will become part of an ensemble organization that celebrates learning, creativity, and education, be encouraged to innovate, and grow as a professional with multiple opportunities for creative engagement and become an integral part of Arizona's arts and education community.

The Development Communications & Grants Writer position will have considerable administrative support from other Development staff who will have primary oversight of the grants calendar, sourcing statistics from other departments, or assigning portions of grant writing to other staff where appropriate. The core function of the Development Communications & Grants Writer position will be writing, which is expected to occupy 80% of their work hours.

Essential Functions

- Ongoing grant writing and reporting for corporate, foundation, and government grants.
- Writing annual fund appeal letters and emails.
- Writing copy for news letters, social media posts, and other forums as needed.
- Work closely with Development Operations Manager in strategizing on grant narratives and matching Childsplay programs with opportunities for grant support.
- Research new grant opportunities to advance and support new and existing Childsplay programs.
- Collaborate with the entire development team to develop longterm fundraising strategies.

Other Duties

This job description is not a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may evolve during an employee's tenure at Childsplay Theatre.

Preferred Experience:

- A passion for the arts, education, and Childsplay's mission.
- 3+ years of grant writing experience.
- Exceptional writing skills.
- Skill in time management to respond to multiple priorities, with a strong ability to manage multiple tasks and deadlines.
- Ability to communicate effectively, in writing and in person, to diverse audiences.
- Strong storytelling skills, with an ability to listen and act responsively when in communication with various constituents.
- Knowledge of nonprofit fundraising.
- As the Childsplay company interacts with children on and off site, an independent background check is required.
- Regular use of discretion, confidentiality, and independent judgement in line with the Association of Fundraising Professionals' ("AFP") Code of Ethical Standards & Principles.

Knowledge / Skills / Abilities:

- Background in the arts strongly preferred.
- Must be a team player.
- Able to speak, read and write English.
- Spanish proficiency is valued.
- Intermediate mathematical skills.
- Proficiency in Microsoft Excel, Office, PowerPoint and Outlook preferred.
- Experience with Salesforce or another CRM-based platform will be valued.

Other:

- Regular attendance is required. Must be available to occasionally work evening and weekend events.

- The ability to independently travel to the Tempe office and the Herberger Theater Center as well as other sites in and around the Phoenix metro area are required.

Work Environment / Physical Demands:

Physical demands are in line with a modern office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

What We Offer

- Full-time exempt position.
- Salary range starts at \$45,000+ depending on experience.
- Comprehensive benefits package including health, long term disability, and life insurance as well as the ability to add dental and vision.
- Ongoing, meaningful opportunities for professional development and learning.
- Childsplay is an equal opportunity employer committed to nondiscrimination and supporting underrepresented arts professionals. We encourage candidates from all backgrounds to apply.

Application Process

Please submit a cover letter and resume via email with the subject line "Development Communications & Grants Writer" to bjohnson@childsplayaz.org. Job search is open until the position is filled.

Childsplay values equity, diversity, and inclusion throughout our organization, programs, and audiences. We are committed to giving underrepresented artists a safe space to create art and community. By welcoming people with differences in religion, ethnicity, sexual orientation, class, gender identity, ability, and age we are better able to celebrate that which brings humankind together: imagination and wonder. Childsplay, Inc. will not discriminate against any employee or applicant on the basis of age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status. Please visit our website at www.childsplayaz.org for additional information about the company, our programs, and our work in the community. Childsplay Theatre is a participant in the E-Verify program. Pre-employment background check required.