



Position Posting: DEVELOPMENT ASSOCIATE/GRANT WRITER

City Theatre Company, Pittsburgh's leading professional theater dedicated to new plays, seeks to hire a **Development Associate/Grant Writer**. This full-time, exempt staff position will be one-half of a two-person fundraising team for this 46 year old, \$3 million (pre-Covid) nonprofit organization located on the South Side. Institutional grants from foundations and government entities account, on average, for over \$1 million in contributed revenues annually.

Principle responsibilities and duties include, but are not limited to:

- Research, interpret, and draft program and financial information needed for the development of grant proposals and all necessary reporting.
- Research new grant opportunities and industry trends and maintain an internal database of application deadlines, reporting requirements, and contact info for a portfolio of nearly 30 funders.
- Meet with Director of Development regularly to discuss grant and funding strategies.
- Collaborate with the Artistic Department to stay abreast of program development and funding needs.
- Collaborate with other departments, including marketing, sales, education, and finance to advance both development and organizational goals and strategies.
- Work closely with Managing Director on proposal creation and review.
- Assist in other development department activities, including event planning and staffing, donor and board stewardship, database management (Tessitura), and public reporting (DataArts, industry surveys, messaging, etc).

The successful candidate will demonstrate:

- Outstanding written and verbal communication skills, including proofreading and public presentations.
- Strong interpersonal skills, creative thinking, and knowledge of the arts sector.
- Ability to listen and develop information into grant proposals, reports, and related pieces.
- Ability to work in collaboration with team members from a wide variety of backgrounds and cultures.
- Proficiency in Microsoft Office suite such as Excel, PowerPoint, and Word, and comfort with web-based software (most applications have moved online) and learning new technology.
- Ability to initiate, self-start, multi-task, problem-solve, and meet deadlines with strong attention to detail—be organized!
- Discretion and ability to maintain confidentiality.

- A commitment to collaboration and the organization's values, which include a dedicated focus on Equity, Diversity, Inclusion & Accessibility (employees are expected to engage in professional training related to the organization's anti-racism commitments).
- An enthusiasm for the arts and a passion for fundraising. While past development or grant writing experience is not required, an understanding of this type of work and an eagerness to learn the craft and what it entails is important.

Reporting & Compensation:

The position reports directly to the Director of Development. It is a full-time, exempt position and has an annual salary of \$41,000 - \$45,000, plus a competitive benefits package. Due to Covid-19 pandemic, City Theatre is currently working remotely.

To Apply:

Submit cover letter and résumé to Dianne Duursma, Director of Development at: dduursma@citytheatrecompany.org No phone calls. For more information about City Theatre, visit CityTheatreCompany.org.

ABOUT CITY THEATRE:

Founded in 1975, City Theatre is in its 46th season as Pittsburgh's home for bold new plays. Located in the historic South Side on its four-building cultural campus, the company produces a season of regional and world premieres; its renowned Young Playwrights Festival, now in its 21st year; a season-long reading series of new works in progress; and the annual Momentum Festival. City Theatre's **mission** is *to provide an artistic home for the development and production of contemporary plays of substance and ideas that engage and challenge a diverse audience*. Its **vision** is *to be the best mid-sized theater in America*. Organizational **Core Values** are: *Community; Collaboration; Equity, Diversity, Inclusion & Accessibility; and Creativity*.

With an annual average operating budget of \$3 million, City Theatre is the largest performing arts organization not located in Pittsburgh's downtown Cultural District and is a constituent and core member of the League of Resident Theaters (LORT), Theatre Communications Group (TCG), and the National New Play Network (NNPN). Marc Masterson returned as Artistic Director in July 2018, after an 18-year absence, to join Managing Director James McNeel as co-leaders of the organization. It is governed by an engaged board of 24 community volunteers (Alex Condron, board president).

Like all almost all arts organizations, City Theatre was forced to halt its 2019-2020 season in the middle of March 2020 due to the Covid-19 national crisis. Its modified 46th season began in September with a reimagined line-up of shows, including the creation of a live, outdoor drive-in theatrical experience (making City Theatre one of just a few organizations nation-wide to find a safe way to perform before in-person audiences) as well as a suite of original digital content. The organization anticipates a return to indoor programming in Fall 2021.

City Theatre is an Equal Opportunity Employer. In building an equitable work environment, the organization values diverse backgrounds, perspectives, and skill sets. It does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. City Theatre is committed to building a team that reflects its values and encourages all interested candidates to apply.