



Theatre Communications Group  
520 Eighth Avenue 24th Floor New York NY 10018-4156  
T 212 609 5900 F 212 609 5901 www.tcg.org

## **GRANT WRITER & ADMINISTRATOR**

Theatre Communications Group, the national organization for the American theatre, seeks a dynamic and innovative development professional to be part of a five-person team raising over \$4 million per year.

Reporting to the director of development, the successful candidate will be committed to TCG's mission to strengthen, nurture and promote the professional not-for-profit American theatre, and will have demonstrated abilities in proactive fundraising from institutional funders. S/he will be confident in talking about TCG and our programs to funders both current and prospective and will have superior interpersonal communication skills along with a sense of humor. Additionally, s/he will have meticulous attention to detail, experience with Raiser's Edge and the ability to appreciate the simple joys of a well organized file.

### **Roles and responsibilities**

- Contribute to development department's ability to increase support from foundations and corporations
- Manage Raiser's Edge database as it pertains to institutional funding, liaise with Business Office for financial reporting and assist the development director in monitoring the department's work plan
- With director of development, relevant department heads and the business office, report on projects and services in both narrative and financial form
- Coordinate design of program pitches, write full proposals and detail project budgets
- Research and identify institutional funder prospects, conduct 'cold' inquiry calls and manage donor profiles
- Maintain active communication and engagement with TCG colleagues with an eye toward funder stewardship
- As part of the development department, work collaboratively to keep all stake holders engaged in this new economic climate

### **Qualifications**

- 2 or more years as a fundraising and/or grants administrator and a Bachelor's degree are required
- Passionate, concise writing skills
- Superior evaluation and financial analysis abilities
- Ability to develop, implement and track systems for data management
- Commitment to collaborative working environments and ability to project manage
- Experience in researching new funding streams and identifying prospects
- Proficiency in Raisers Edge, Microsoft Word and Excel
- Sense of humor and highly developed creativity a must

TCG is an equal opportunity employer committed to a diverse workplace.  
Applicants of color and persons with disabilities are strongly encouraged to apply.  
Salary Range: \$30,000 - \$32,500 with **excellent** benefits.

**Email cover letter inclusive of salary requirements, resume and three writing samples as PDFs only to the address below using the format "Your Name: Grant Writer & Administrator" in the subject line.**

Director of Development  
Theatre Communications Group  
Email: devsearch@tcg.org

No phone calls, please.

Application closing date is October 31, 2009.  
Interviews will commence in early November with a hoped-for start date of December 1<sup>st</sup>.