

Grants Consultant Laguna Playhouse

Date: 12/2/2009

Job Title: Grants Consultant

Mission: "Enriching Lives through Theatre"

About the Organization: The Laguna Playhouse is a nationally acclaimed, professional theatre based in Laguna Beach, California. Laguna Playhouse's mission, "*Enriching Lives through Theater*," is enhanced by its dedication to the core values of creating productions of the highest quality, commitment to integrity, dedication to fiscal responsibility and providing a professional environment for its staff, artists and volunteers.

With an annual budget of \$5,039,608, the Playhouse produces an annual mainstage season of five plays plus a special holiday offering, attracts a strong base of 6,200 subscribers, and an audience of over 100,000 annually.

Complementing the Playhouse's mainstage programming is a wide range of education and outreach programs that have helped the organization earn its place as a central player in the life of the Laguna Beach community. At the same time, the Playhouse has attracted national attention for its work in this arena, including designation of The Laguna Playhouse's Youth Theatre as "Outstanding Children's Theatre" by the American Alliance for Theatre and Education. Now offering two fully-mounted productions annually on the Moulton Theatre stage, the Youth Theatre also tours a production each year to more than 20 schools and more than 5,000 students.

Approximately sixty percent of the Playhouse's annual operating income is generated through ticket sales and other earned income. The balance of \$1,186,000 is raised through gifts from individuals, corporations, foundations and government grants. In addition to the generosity of individuals from the region, Laguna Playhouse benefits from the support of such prestigious local and national funders as the James Irvine Foundation, Weingart Foundation, Shubert Foundation, Ueberroth Family Foundation, and US Bank, among others.

Touted as a leading cultural treasure in Laguna Beach, the Playhouse has grown to become a vital component in the fabric of the community, providing high quality productions for audiences of all ages and enhancing the city's luster as one of the nation's most appealing tourist destinations.

About the Position: The Grants Consultant is a part time consultant position responsible for achieving fundraising goals and objectives as guided by the Laguna Playhouse's annual operating plan and for developing and implementing a comprehensive system to maximize income from government, public, and private resources through the grant-funding process. Reporting to the Director for Development, responsibilities of the Grants Consultant include the following:

- * Developing and executing a successful monthly, quarterly and annual plan for generating income from grant funding sources;
- * Researching and identifying prospective funders; working closely with senior staff to identify funding needs of the institution; coordinating prospects within the various departments of the organization;
- * Writing effective grant proposals, reports and correspondence; preparing budgets and collateral materials; developing strategies for ongoing cultivation and solicitation; meeting or exceeding monthly, quarterly and annual funding goals.
- * Creating and maintaining orderly files and records; monitoring and tracking grant proposals and reports to the funder as required; and in general, supporting all fundraising efforts of the Playhouse;
- * Overseeing the cultivation and stewardship of grant funders to ensure the best possible relationships with Playhouse

funders;

Knowledge, skills and abilities necessary to be successful in this position:

The Laguna Playhouse will consider applicants with college degrees who have a clear track record of success in cultivating and soliciting major support from foundations, government, public and private funders. The successful candidate must have three to five years of grant writing experience, preferably in the arts, including direct responsibility for cultivating, soliciting and stewarding gifts of \$10,000 or more. A working knowledge of Laguna Playhouse's mission and public programming is required.

Qualifications: Knowledge, skills and abilities necessary to be successful in this position:

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Compensation: The Laguna Playhouse offers a competitive compensation package including a salary commensurate with the skills and experience that this position requires.

To Apply / Contact Information: The Laguna Playhouse welcomes qualified applications from experienced candidates; please forward letters of inquiry, resumes and three references to:

Amy Larson, Development Director
The Laguna Playhouse
P.O. Box 1747
Laguna Beach, CA 92652
Preferred - Email: alarson@lagunaplayhouse.com
No phone calls, please

The Laguna Playhouse is an equal opportunity employer.

Deadline: N/A