

EAST BAY CENTER FOR THE PERFORMING ARTS

GRANTS MANAGER

(Full-Time | Hybrid | Richmond, CA)

About East Bay Center for the Performing Arts

For more than 56 years, [East Bay Center for the Performing Arts](#) has been a cultural beacon in Richmond, California, engaging children and youth with transformative, tuition-free arts education. Our



programs are designed to create safe, rigorous, supportive spaces where young people can explore and express themselves through cross-cultural performing arts—catalyzing personal growth, community connection, and social change. Every day, our work at the Center demonstrates the power of art to unite and uplift people of diverse backgrounds and create new ways of seeing the world. East Bay Center serves 4,000+ children and youth each year from communities reflective of the city's demographics:

95% of our students are youth of color, 80% come from low-income families, and 40% are English language learners. Through the active creation of original art, we emphasize social justice and the skill, effort, courage, and discipline needed to successfully prepare, create, and perform!

In our next 50 years, we aspire to engage thousands more youth and strengthen our role as a community hub and cultural anchor in Richmond. Despite their importance, affordable, culturally relevant, sequential musical and performing arts training opportunities for youth are scarce in Richmond. The need is clear: schools in our district face significant challenges in securing sufficient funding for the arts, and 90% of CA public schools do not meet state standards for arts education. East Bay Center fills this void through tuition-free, healing-centered performing arts programs at our main site (70+ weekly classes) and sequential arts education in 15 Richmond public schools.

The Opportunity

The Grants Manager plays a critical role on the development team, leading the portfolio of institutional donors through careful planning and timely management of all grant activities. This is an exciting time of growth and new leadership for the Center, which is pursuing a strategic plan that aspires to increase the annual budget to support expanded work and impact. The manager reports to the Director of Advancement, collaborating to strategically manage the team's overall efforts to grow and steward our funder and donor base and increase revenue, including for the endowment which currently sits at \$7.2M. The Manager works proactively to deepen relationships with institutional giving contacts, and leads preparation of grant applications, reports and donor materials. The Manager also maintains all institutional giving records in Salesforce, ensuring that data practices and processes are in place to support the annual development plan, including overseeing and assisting with gift processing, grants tracking, progress reporting, and integration with finance operations.



Developing Young Artists
Re-Imagining the World

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Key Responsibilities

Grants Management and Writing (60%)

- Proactively manage grants calendar to track deliverables and ensure deadlines are met
- Collaborate with Director of Advancement, grant writing consultant, and program staff on full range of activities needed to develop persuasive proposals for grant requests including drafting narratives, gathering information for project budgets, developing final materials, and submitting applications
- Forge strong cross-departmental relationships needed to acquire detailed knowledge and understanding of the organization and its programs to develop persuasive development pieces and content for grant proposals, reports, and presentations
- Lead the grant reporting process, including preparing narratives and financial reports, for timely submission in accordance with best practices
- Collaborate with the development team to provide logistical support for events; strategically leverage events such as meetings, and site visits, the annual gala to steward existing relationships and cultivate new institutional funders
- Support communications and scheduling with board members supporting institutional giving cultivation and stewardship efforts

Development Operations and Systems Management (40%)

- Lead the management of the Salesforce database for institutional giving, optimizing processes and procedures to ensure accurate funder and donor records
- Collaborate with the Director of Advancement to produce department progress reports and dashboards for leadership and program staff
- Develop new systems and procedures to ensure Salesforce grants data integrates smoothly with financial tracking systems, including the tracking of grant payments and pledges

Ideal Candidate Attributes

Please don't hesitate to apply even if you don't meet all ideal qualifications—we value diverse perspectives and are committed to fostering growth within our team!

- Strong commitment to the Center's mission, constituency, and community; direct experience working on social justice causes and/or with youth is highly valued
- Demonstrates a commitment to cultural humility by actively seeking to understand and respect diverse perspectives, fostering an inclusive environment that values collaboration and mutual learning
- Minimum of 3+ years of development experience working in grants management at nonprofit organizations and 5-7+ years total work experience
- Outstanding communication skills, both written and oral; ability to influence and negotiate with colleagues and external partners
- Experience leading all areas of grant life cycle management including prospecting, writing and preparing applications, tracking deliverables, and reporting
- Strong attention to detail; exceptional ability to documenting projects, activities, and outcomes in collaboration with colleagues while respecting their time

- Demonstrated experience with CRMs such as Salesforce preferred
- Experience managing external vendors, consultants, and suppliers a plus
- Comfort working in a fast-paced environment and manage multiple priorities

Benefits and Culture

This hybrid position is based in Richmond, California. The Center believes each team member is vital to the organization's success. We serve and work in partnership with all and celebrate the diversity of our community, including people of all backgrounds, regardless of race ethnicity, gender identity, sexual orientation, and religious or spiritual affiliation or belief. Our staff and leadership demonstrate the ways in which our work is continually enhanced by a diversity of thought and perspectives. Our team prioritizes rest, restoration, and creativity as part of encouraging our teammates to live healthy, balanced lives. We celebrate the successes of our team and work collaboratively toward common goals in service of our shared commitment to social justice for youth in the face of systems of oppression.

The salary range for this role is **\$93,800-\$131,300**. New hires are typically placed between the minimum and midpoint of the range, based on the relevance and depth of their experience. Candidates who meet the core qualifications for the role can expect offers near the minimum, while those bringing additional directly relevant experience or specialized expertise may be considered closer to the midpoint. Salaries above the midpoint are generally achieved through tenure and growth within the role. East Bay Center also offers a comprehensive benefits package that includes:

- Health, Dental, and Life Insurance
- Vision, Short- and Long-Term Disability
- Time Off Benefits - including Paid Sick Leave, Vacation, 12 Paid Holidays, Paid Family Leave (PFL), Bereavement Leave, Pregnancy and Pregnancy-Related Disability Leave and Accommodations, Reproductive Loss Leave
- Flexible Work Schedule
- Retirement, 4% Employer Contribution (after one year)

How to Apply

Please submit a thoughtful cover letter and resume to: Susannah Sallin, Search Consultant to Non-Profits, with subject line "Grants Manager" to apply@sallinsearch.com. We will respond to all applicants. Thank you.