

Individual Giving & Grants Officer

Job Type: Full-time, Non-exempt

Hybrid: 24-36 hours in person; 8-16 hours remote

Reporting to: Director of Development

Annual Compensation: \$80,000 + benefits

Overview

Located in the heart of the Union Square Theater District, San Francisco Playhouse is an award-winning nonprofit theatre company that stages more than 300 performances per year. We are seeking an experienced grant writer and relationship manager to lead our institutional fundraising work while managing a portfolio of ~150 donors primarily giving \$1,500-\$5,000 annually. Reporting to the Director of Development, the Individual Giving & Grants Officer will bring a collaborative, "can do" attitude to a company where the co-founders are directly involved in day-to-day operations. San Francisco Playhouse has a company culture where everyone pitches in, no matter how large or small the task.

This is a full-time hybrid position with an expected on-site presence of approximately 24–36 hours per week depending on programming and events. Regular evening and weekend work is required to support performances, donor events, and cultivation activities.

Primary Responsibilities

Grants

- Manage grant submission process, including collection and synthesis of data, preparation and submission of proposals, tracking, reporting, and correspondence with institutions
- Maintain an annual schedule of letters of inquiry, proposals, and impact reports, regularly updating the calendar
- Serve as primary writer on all grant proposals, requests, and impact reports to foundations
- Cultivate and maintain relationships with grantmaking institutions and representatives
- With support from the Development Associate, research and identify prospective funders aligned with San Francisco Playhouse's mission

Individual Giving

- Serve as a primary point of contact for donors in the Inner Circle (San Francisco Playhouse's cohort of donors giving \$1,500 annually)
- Cultivate, solicit, and steward a portfolio of ~150 donors primarily giving \$1,000-\$4,999 with an emphasis of moving existing and prospective donors up the pipeline
- Identify new Artistic Sponsors (donors giving \$2,500 to underwrite production-specific artistic elements), providing bespoke stewardship and engagement opportunities
- Welcome new Inner Circle members by phone, email, and in-person; provide new Inner Circle donors with welcome packet
- Schedule and document coffee meetings with Artistic Director and new Inner Circle donors

Secondary Responsibilities

- Provide support at all stewardship and fundraising events
- Host the Inner Circle Donor Lounge twice a week, or as needed (nights, weekends, and some holiday weeks may be required), including advance strategic research of attending VIP donors
- Deliver pre-show remarks as needed

- Other duties as assigned by the Director of Development

Qualifications

- 5 years of professional experience in fundraising, patron service, or relationship management.
- Excellent interpersonal, communication, and organizational skills
- Demonstrated experience securing foundation grants and managing donor relationships required
- Proficiency in MS Office Suite including Outlook and donor database software (Salesforce CRM preferred)
- Interest and curiosity in the performing arts and the mission of San Francisco Playhouse
- Entrepreneurial mindset with high initiative, follow-through, and comfort working in a small, collaborative team
- Familiarity with the following or similar systems preferred: VBO Ticketing, DonorSearch prospect research and data platform
- Familiarity with Bay Area non-profit community preferred but not essential

How to Apply

Please submit your resume and a cover letter outlining your relevant experience along with three professional references to jobs@sfplayhouse.org. We are an equal-opportunity employer and encourage applicants from all backgrounds to apply.