



**TIM BRAY THEATRE COMPANY**  
Administered by The Operating Theatre Trust  
Studio 14, Lake House Arts Centre  
37 Fred Thomas Drive, Takapuna  
Auckland 0622, New Zealand  
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**Position:** Grants Manager

**Role** Part-time 20hrs, Hybrid working (Home and Takapuna office)

**Salary** \$80k - \$85k pro rata

**Reports to:** Artistic Director

### **Our Community Impact**

Tim Bray Theatre Company is on a mission to ignite the hearts and minds of children and young people across Tāmaki Makaurau, instilling in them boundless confidence and a spirit of creativity.

We are committed to embracing the vibrant tapestry of diversity, and championing inclusivity through providing live performances for all audiences and have developed a range of youth theatre programmes tailored to all Tamariki and Rangatahi with different needs.

### **PURPOSE OF THE ROLE**

The Grants Manager is a key role, responsible for circa \$600k income from grants to support the operation of Tim Bray Theatre Company. This includes management of the grants calendar, research, applications, accountabilities, database management and reporting.

### **RESPONSIBILITIES**

#### **Strategy, research, calendar**

- Understand the strategic goals and associated funding targets for the Company.
- Proactively plan the funding applications and grants pipeline to ensure that funding targets are met
- Proactively identify new trusts and foundations, both national and international, with appropriate funding criteria for the theatre company.
- Manage and maintain the grants calendar, including pipeline for future new applications

#### **Applications, accountability administration**

- Writing an average of 70 grants per year (circa 6 per month), working with 81 active funders
- Write compelling grant applications about the theatre company, programmes, and stories as part of funding applications.

- Complete funding applications with the correct information and submit within the required timeframe.
- Accurately follow the requirements of each potential funder, liaising with staff, suppliers and other stakeholders as required.
- Provide Trustees with resolutions and other relevant funding documents (as required by the funder) in advance of each Trust meeting.
- Work with the Bookkeeper to ensure that all accountability requirements for successful applications are completed by the due date and to the required standard.
- Source quotes and additional information as required for applications.

### **Relationship management**

- Proactively build and maintain relationships with trusts and foundations.
- Working closely with the Artistic Director, Business Development Manager and Marketing Manager
- Ensure that relevant Tim Bray Theatre Company information and stories are shared with key contacts.
- Work with the accountant and auditor to ensure they receive all proper documentation required for the annual accounts.

### **Database management**

- Project manage the migration of all grants funding information into the CRM Infoodle, test functions for reporting, running grants calendar, close historic spreadsheets
- Coordinate data entry and reporting process of all funding applications and outcomes to understand the results and to improve on performance.
- Ensure that funders contact details are kept up-to-date

### **Reporting**

- Ensure that the funding tracking and funding targets remain updated and amend the funding plan accordingly
- Complete monthly reports on grant activity for the Artistic Director

### **Other**

- Support the fundraising and marketing objectives of the company, including attending fundraising and theatre company events throughout the year
- Undertake any other reasonable duties as may be required from time-to-time across all areas of responsibility to ensure that Tim Bray Theatre Company's business objectives are met