

**Job Title:** Grants Manager, The Cowles Center  
**Reports To:** Senior Vice President, National Advancement, Artspace  
**Position Type:** Full-time/Exempt, Salaried/Benefits

## Artspace Overview

Artspace's mission is to create, foster, and preserve affordable and sustainable space for artists and arts organization. We have worked with more than 300 communities to plan for and in some cases implement place-based strategies that integrate the arts with complementary public agendas, including economic and community development, historic and cultural preservation, transit-oriented development, and social justice. From these experiences, we have developed a sustainable, equitable model of arts-driven change that has helped inform and influence the growing international movement of creative placemaking. Artspace currently has a portfolio of 50+ projects providing affordable housing to over 2,000 artists and their families, and affordable space for more than 650 artist studios, small businesses, and creative enterprises across the country. Our Minneapolis headquarters and our annual budget is in the \$20 million range.

The Cowles Center was developed and is owned and operated by Artspace. Located in the theater district of downtown Minneapolis, the Cowles consists of two historic buildings, The Goodale Theater (formerly Shubert), Hennepin Center, and the newly constructed U.S. Bank Atrium, which houses the Target Education Studio. As an organization, the Cowles is a dynamic performing arts hub that provides performances, community engagement, and education.

## Position Summary

The Grants Manager plays a critical role in the growth of The Cowles Center via achieving revenue goals for General Operating, educational programs, and support of the performing arts season. This person is responsible for the strategic oversight and management of foundation and corporate grant writing as well as stewardship of foundation and corporate relationships. Serving as a key partner on the Artspace National Advancement team, the Grants Manager works to create and oversee grant opportunities and initiatives that generate the necessary revenue to move the organization forward in its impact and sustainability. In addition, the Grants Manager works

with the SVP and National Advancement team to create long-term strategies to expand The Cowles Center's base of philanthropic partners with particular focus on prospecting new partnerships with foundations and corporations for increased giving. Finally, the Grants Manager works to promote collaboration across The Cowles Center and Artspace departments to ensure a deep understanding of the funding needs and to create greater impact in our work across the country..

## Primary Responsibilities

- **Grant Writing and Grants Management (70%)**
  - In partnership with the SVP, support fund development functions to support The Cowles Center's annual fund, educational programming and season via writing foundation and corporate grants, overseeing grant reporting, stewarding foundation and corporate relationships, and overseeing grant requirements.
  - Work with the SVP and team to review and meet budget goals and monitor progress towards the short- and long-term financial goals of the organization.
  - Ensure The Cowles Center's database is up-to-date and maintained with all funder information.
  - Act as liaison with Artspace National Advancement staff and The Cowles Center staff to facilitate the effective fundraising of key initiatives.
  - Maintain and establish best practices and professional standards in alignment with The Cowles Center's policies and procedures.
- **Prospecting (30%)**
  - Serve as a leader in prospecting new foundation and corporate resources to ensure funding for The Cowles Center's general operating, projects, and programming, demonstrated by measurable growth on an annual basis.
  - Facilitate the successful stewardship of the Artspace portfolio of donors through timely and strategic requests for support.

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## Skills and Qualities that We Value

- This position is a good fit for someone who:
  - Has at least 3 years of direct grant writing experience and the proven ability to achieve success against revenue goals for nonprofit institutions preferably in the arts.
  - Has proven experience in donor prospecting, cultivation, and stewardship
  - Possesses exceptional interpersonal skills and the ability to interact effectively with senior leadership, colleagues, prospects, and donors in a wide range of roles; demonstrate patience with a wide variety of personality types and build effective long-term relationships
  - Is confident in their ability to secure major grants and gifts from corporations, foundations and other private and public funding sources
  - Is capable of planning, implementing and managing foundation and corporate grant applications
  - Exercises good judgment; demonstrates an understanding of ethics related to development activities; and uses discretion in interactions with donors, prospects, volunteers and staff
  - Demonstrates exceptional verbal and written communication skills and the ability to present effectively to small and large groups
  - Possesses computer literacy and experience with Microsoft Office, fundraising and marketing technology and integrated database systems
  - Displays initiative, diligence, and follow through, enjoying their work as a team player in a collaborative environment while balancing work independently and as a self-starter
  - Effectively manages multiple, complex projects while meeting multiple deadlines
  - Fosters a cooperative work environment
  - Models integrity, openness, and trust
  - Is self-motivated and enjoys working in a

fast-paced, collaborative environment

- Is passionate about and committed to the arts and specifically dance
- Exudes a positive attitude

## Compensation & Benefits

- **Salary Range:** \$60,000—\$75,000 annually
- **Benefits:** Medical and dental coverage, Health Savings Account (HSA) with employer match, 403(b) savings plan with employer match, and more

Artspace and the Cowles Center also offer a positive work environment, excellent benefits, and a mission you can stand behind.

Black people, Indigenous people, people of color, and LGBTQIA+ people are especially encouraged to apply.

## COVID-19 Policy

In an effort to curb the spread of the COVID-19 virus, Artspace has adopted a policy of mandatory vaccination for all staff.

## How to Apply

To apply, please email resume and cover letter to [jobs@artspace.org](mailto:jobs@artspace.org)

The deadline for applications is October 1, 2022.

Artspace Projects, Inc. and the Cowles Center provides equal employment opportunities for all persons regardless of race, creed, color, religion, national origin, marital status, sexual orientation, or status with regard to public assistance, disability, sex, or age. Artspace and the Cowles Center are proud to be an Affirmative Action / Equal Employment Opportunity / Veteran / Disability employer.