



Position: Grants & Corporate Giving Manager
Reports to: Director of Development
Direct Reports: None
Liaises With: General Director & CEO, Director of Marketing, Director of Administration, Director of Production, Annual Giving Manager, Communications Coordinator, Education & Community Engagement Coordinator, Finance Officer, Board of Trustees, Committees, Sponsors, Donors, Volunteers, General Public

Position Summary

The Grants & Corporate Giving Manager manages Manitoba Opera's relationships with institutional and corporate funders. This position is the principal writer responsible for writing case statements, grant proposals, and fulfilment reports to governments, foundations, corporations, and other organizations providing grants.

This position works closely with our season sponsors to cultivate, solicit, and coordinate the fulfillment of sponsor benefits. In addition, this position assists with all department fundraising activities, including donor appreciation, cultivation, and special events.

Duties for this full-time position include but are not limited to the following:

Annual Corporate Giving and Sponsorships

- Plan, research, and identify operational programs and special projects suitable for corporate sponsorship.
- Identify corporate prospects, prepare proposals, and solicit support in the community to meet or exceed annual budget goals.
- Manage sponsor relations including research, cultivation, solicitation, and stewardship activities such as prospect identification, proposal writing, execution of sponsorship agreements, creation of fulfilment reports, and managing stewardship activities.
- Manage stewardship of existing and prospective corporate sponsors, with a special focus on renewing existing relationships and achieving multi-year sponsorship agreements.

- Write all campaign renewal letters to corporate donors.
- Track existing corporate support activity and maintain an updated prospect database using Spektrix.
- Keep an updated profile of all sponsor and prospect activity in Spektrix.
- Ensure prompt acknowledgement and appreciation for all corporate giving.
- Prepare internal donor reports and analysis as required.
- Work closely with the marketing department to ensure fulfillment of recognition for sponsors including recognition in advertising, programs, and the website.
- Support the Director of Development in preparing the annual Fund Development Plan.

Government and Foundation Grants

- Serve as the lead writer for grant proposals to government funders and foundations and other non-governmental funders.
- Coordinate and collect the required support materials and statistics for funding requests.
- Research governmental and foundation funding opportunities.
- Work with other departments to gather accurate information to fulfill reporting requirements.
- Track status of grants and prepare final reports as required.
- Maintain a calendar of funding and reporting deadlines to ensure adequate time for preparation of materials.

Other Duties

- Write articles for newsletters, annual reports, and other communication vehicles.
- Develop sponsor/funder-based content for social media.
- Work with MO volunteers to execute events, mailings, research, etc.
- Assist with donor appreciation, cultivation events, intermission, and post-show receptions.
- Assist with special events, pre-show dinners, and backstage events.
- Become fluent in the use of the Spektrix database to manage donor and ticket buyer information
- Assist with box office ticket sales when required.

Skills Required

- Superior writing and editing skills.
- Ability to write complex proposals and reports.
- Experience with research, persuasive grant writing, and submitting funding proposals.
- Knowledge of fund development theory, principles, ethics, and practices with special focus on corporate donors.
- Knowledge of Manitoba and Canadian businesses, corporations, foundations, and funding agencies.
- Ability to work both independently and as a team member on multiple projects.
- Ability to maintain confidentiality.
- Very good organizational skills, high level of initiative, creativity, diplomacy, and discretion in working with the board of directors, committees, and the public.
- Proficient in MS Office suite, internet research, and online applications.
- Ability to perform occasional activities in which standing and lifting objects up to 10 kg is required.
- Valid driver's license and access to a vehicle.

Position Term & Requirements

This is a full-time position. The successful candidate will be required to provide a satisfactory criminal record search.

Manitoba Opera thanks all who apply, however, only those selected for an interview will be contacted.

Manitoba Opera is committed to achieving employment equity and values diversity within the workplace and therefore encourages applicants who are Indigenous (includes First Nations, Métis, and Inuit), Women, Two-Spirit, LGBTQIA+, visible minorities, and persons with a disability to self-declare in their cover letter. Manitoba Opera welcomes and responds to requests for accommodation throughout the recruitment and selection phase of hiring to reduce or eliminate disability barriers. This job posting is available in alternate formats upon request.

How to Apply:

Please submit your resume and cover letter to mblais@mbopera.ca by May 31, 2025.

2025-04-25