



Position: Grants and Corporate Giving Coordinator

Reports to: Director of Development

Direct Reports: None

Liaises With: Executive Director, Director of Marketing, Director of Administration, Director of Production, Annual Giving Manager, Communications Coordinator, Education & Outreach Coordinator, Board of Trustees, Committees, Campaign Cabinets, Sponsors, Donors, Funders, Volunteers, General Public

Position Summary

The Grants & Corporate Giving Coordinator supports Manitoba Opera's relationship with institutional and corporate funders. This position writes case statements, grant proposals and fulfilment reports to governments, foundations, corporations, and other grant-making organizations under the direction of the Director of Development. This position cultivates and solicits season sponsorships and coordinates the fulfillment of sponsor benefits. In addition, this position assists with all department fundraising activities, including donor appreciation, cultivation, and special events.

Key Responsibilities:

Annual Corporate Giving & Sponsorships

- Support research into operational programs and special projects suitable for corporate sponsorship.
- Assist in identifying corporate prospects and preparing draft proposals to support annual budget goals.
- Support sponsor relations through prospect identification, proposal writing, execution of sponsorship agreement, fulfilment reports, and stewardship activities.
- Maintain sponsorship records, with emphasis on accurate record-keeping and required administrative follow-up.
- Draft renewal letters to corporate donors for review by senior staff.
- Maintain current and prospects records for sponsors and grantors in donor CRM (Spektrix).
- Ensure acknowledgements for corporate giving are prepared and sent.
- Generate reports as requested.
- Coordinate with Marketing to ensure sponsor recognition is fulfilled including logo placement, and recognition in programs, publications, social media and the website.
- Support the Director of Development in preparing the annual Fund Development Plan.

Government and Foundation Grants

- Coordinate internally with other staff to prepare grant proposals under the supervision of the Director of Development.
- Compile and write grant applications to government funders, foundations, and other non-governmental funders.
- Collect support materials and statistics for grant submissions.
- Conduct preliminary research on new grant and foundation opportunities.
- Track grant application deadlines and fulfillment reporting schedules.

Other Duties

- Draft content for newsletters, annual reports, and other development communications.
- Develop sponsor-related content for social media.
- Coordinate volunteers for mailings, research, and event setup.
- Event support; donor appreciation, cultivation events, intermission, and post-show receptions.
- Assist with special events, preshow dinners, backstage events, and Gail Asper Award Gala Reception.
- Become fluent in the use of Spektrix database to manage donor, sponsor and ticket buyer information.
- Provide box office support as needed.

Skills and Qualifications

- Strong writing and editing skills.
- 1-3 years of experience with persuasive writing or research.
- 1-3 years of experience in fundraising, communications, or arts administration.
- Foundational knowledge of Canadian corporate, foundation, or public sector funders.
- Ability to work independently and collaboratively.
- Strong organizational skills and attention to detail.
- Proficiency in Microsoft Office and internet research.
- Comfort with basic data entry.
- Familiarity with CRM or donor management systems is an asset.
- Ability to occasionally lift up to 10 kg.
- Valid Driver's License and access to a vehicle preferred.

Position Term & Requirements

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