MILWAUKEE BALLET | MICHAEL PINK ARTISTIC DIRECTOR

GRANTS MANAGER

Position Summary

The **Grants Manager** supports Milwaukee Ballet's efforts to deliver on its mission to provide outstanding artistic performances, dance education and community programming. They are an integral member of the Development team, which is part of the Advancement Department, generating approximately $3M in contributed income annually. The Grants Manager will lead the research and identification of potential funding sources from private and corporate foundations, as well as government funding, and manage all grant efforts.

This is a full-time position with benefits.

Responsibilities

- Responsible for managing contributed revenue opportunities via grant and foundation funding.
- Prepare, complete, review, and submit all grant applications for Milwaukee Ballet.
- Maintain an accurate yearly grant calendar to track application deadlines, reporting schedules, and renewal opportunities.
- Manage subsequent financial monitoring and reporting to adhere to funder guidelines.
- Work closely with the Executive Director, Development Team, Finance Department, and other program managers to gather programmatic and financial data required for applications.
- Cultivate relationships with current and prospective grantors through regular communication, site vists, and invitations to Milwaukee Ballet performances and events.
- Research, identify, and approach new grant and foundation prospects with assistance from leadership team and Board of Directors.
- Work with the Development Coordinator to maintain meticulous records of grant agreements, payments, and correspondence in Development Department's tracking systems and donor database.
- Assist in developing donor growth and retention strategies.
- Provide support in establishing and tracking metrics for analyzing goals and programmatic impact, to identify and enhance development and funding opportunities.
- Provide support to team as it relates to establishing fundraising and development efforts, stewardship and cultivation strategies, and relationships with foundations and partners.
- Assist with Annual Fund and Capital Campaign strategies and efforts.
- Serve as departmental representative and assist during performances, events, outreach programs.
- Serve on Education & Outreach Committee which reports to Board of Directors. Provide support related to prospective partnerships, funding sources, logistics, etc.

Background & Qualifications

- Bachelor's degree and 3-5 years of grant writing experience; or an appropriate combination of education and relevant experience. Direct experience in foundation/grant research, development, and/or non-profit fundraising a plus.

- Exceptional writing and editing skills, with ability to adjust tone, voice, and style to best meet the needs of individual projects and applications.
- Project management skills with experience working in a fast-paced, multi-faceted environment.
- Strong communication skills and ability to build interpersonal relationships.
- Excellent organizational skills; methodical and strategic thinking.
- Proficient in Microsoft Office Suite, with experience utilizing CRM and database management.
- Knowledge of budgeting and accounting practices.

Required Values & Qualities

- **Excellent Communication:** Can articulate Milwaukee Ballet's mission with confidence and passion.
- **Innovative**: Regards challenges with enthusiasm and generates creative, proactive solutions.
- **Professional & Confident:** Able to represent Milwaukee Ballet Company in the community and with media, patrons, donors, school families and fans.
- **Reliable and Positive**: Is a team player and responds with positivity to support colleagues.
- **Flexible:** Comfortable working some evenings and weekends, especially during performances.
- **Strong Interpersonal Skills:** Able to build and maintain positive relationships; communicate effectively with others in verbal and nonverbal ways.

About Milwaukee Ballet

Founded in 1970, Milwaukee Ballet is a leader in Wisconsin's arts and culture scene. Under the artistic leadership of Artistic Director Michael Pink, Milwaukee Ballet has become world-renowned for presenting bold new interpretations of story ballets, and cutting-edge contemporary works. Milwaukee Ballet is home to an international company of dancers and is one of a few companies in the nation with its own orchestra. Milwaukee Ballet School & Academy is the only professional dance school in the Midwest accredited by the National Association of Schools of Dance. Milwaukee Ballet's award-winning Community Engagement department serves more than 50,000 people in Southeastern Wisconsin through original, interactive programs.

Milwaukee Ballet is committed to creating an inclusive and diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

How to Apply

- Submit a cover letter and resume with three references (including two professionals who will not be contacted without approval of the candidate) via our **Application Portal.**
- For best consideration, apply by November **20, 2026.**
- Successful applicants will be subject to a background check.

Date Posted: October 29, 2026