

# URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

**Position Title:** Director of Institutional Giving      **Department:** Development

**Reports To:** VP of Development and Finance      **Salary:** \$62, 815 + Benefits + 401(K) with Employer Match & Total Rewards package

## **Position Summary:**

The Director of Institutional Giving is a professional fundraiser responsible for oversight and coordination of the Institutional Giving program at UrbanPromise.

This includes 1) writing and submitting grant proposals, reports, and sponsorship requests for grantors and corporations, 2) monitoring and ensuring compliance with related funding agreements, and 3) developing long-term partnerships and relationships with grant funders and corporate foundation partners. This work is highly collaborative within the development team and with program leaders and staff across the organization.

The Director of Institutional Giving has responsibility for a significant revenue stream, representing approximately \$1.5M per year from 100+ entities, each generally giving between \$5,000 and \$200,000 annually. UrbanPromise is in a growth phase and is growing annual revenue from approximately \$4.5M to \$6M+ over 5 years.

## **Essential Job Functions:**

1. Manage Institutional Giving, collaborating with the Grants Officer, VP of Development and Finance, and all other team members who manage a portfolio of grants and/or manage institutional funder relationships.
2. Oversee the pipeline of institutional engagement, from awareness to annual commitment. Identify gaps and opportunities, working with the team to develop and implement strategies to engage with institutional donors at all levels.
3. Directly manage a portfolio of 50-75 institutional funders and provide leadership on full Development team efforts for all institutional funders:
  - a. Manage relationships with institutional funders, building existing relationships and seeking opportunities to develop relationships with prospective funders. Ensure that major institutional funders (generally those giving at \$5K+) are engaged through communications, individual relationships, events, impact reports, etc. in accordance with the funders' interests.
  - b. Lead the research and analysis of institutional giving opportunities and trends. Identify viable funding opportunities that match organizational goals and established priorities. Review and assess all opportunities identified by leadership or other team members. Assess fit of viable grant opportunities with managers and key staff prior to application.
  - c. Lead proposal development for existing and prospective grantors. Ensure that timelines are established with relevant parties for proposal development and submission, write proposals, complete pre-application administrative coordination, and coordinate with team members for content, data, budgets, etc. Throughout the proposal development process, ensure alignment with organizational budget and goals.
  - d. Upon award, review grant award letters/grant agreements, grant applications and budgets. Ensure that all internal staff (e.g., leadership, program staff, accounting) are aware of relevant information. Track all deadlines, monitor communications about the grant, and ensure compliance with the grant agreement. Prepare amendment requests/notifications of changes as needed.
  - e. Where formal proposal processes are not provided by the funder, identify institutional giving processes. Coordinate accordingly (e.g., corporate engagement, event sponsorship applications, etc.) to establish and sustain support.
  - f. Lead report development in accordance with the funders' requirements. Collaborate with program staff and the finance team to gather information needed to prepare accurate proposals, grant budgets and financial reports and to ensure grant requirements are met and proposal/reporting guidelines are fulfilled, and deadlines met.
4. Manage a Part-time Grants Officer as they complete the above for a portfolio of approximately 20-30 grantors.
5. Establish grants and corporate revenue projections annually for the fiscal year and report regularly on the progress against the budget to the development team.
6. Manage grant and institutional data and information processes including maintenance of records in DonorPerfect and a shared grants calendar.

# URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

7. Update/maintain UrbanPromise accounts related to grants including annual renewal with the System for Award Management, Charity Navigator, Foundation Center, and similar.
8. Supports administrative work associated with grants including but not limited to programmatic database support (ensuring that programmatic data is collected and providing support to staff) and updating organizational and local data/statistics.
9. Represent UrbanPromise at events hosted by institutional funders or community events with opportunities to meet new institutional funders.
10. Occasional evening and weekend work required to support special events/donor activities. (Estimated 2-4 times per year).

## Essential Job Requirements:

EDUCATION      Bachelor's Degree Required

EXPERIENCE      5+ in Nonprofit development and fundraising; 3+ years of grants management

### REQUIRED SKILLS

- Excellent written and verbal communication skills
- Ability to work well with and support relationships with colleagues with an array of work styles, across the organization
- Strong interpersonal and relationship management skills using tact, patience and courtesy both within and outside of the organization
- Highly detailed oriented with strong organizational skills
- Strategic thinking and planning
- Problem-solving and analytical skills
- Ability to work well independently and collaboratively
- Able to perform under minimum supervision within the scope of normal duties and responsibilities; brings difficult or unique situations to the supervisor
- Maintains sensitivity and respect for confidential information
- Excellent computer skills including Microsoft Office, Google docs/sheets, and database programs; must be comfortable navigating a variety of grant portals
- Able to travel locally for donor meetings, activities, and events.
- Experience with Donation Management/CRM database(s)
- Ability to identify relevant grant opportunities through a variety of search techniques

### PREFERRED SKILLS

- DonorPerfect experience is a plus
- Foundation Directory Online experience

### PHYSICAL REQUIREMENTS

Lift 5 lbs

## **\*\*Equal Opportunity Statement**

UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission and to promote racial and social equity in our work.

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Applications should be submitted to UrbanPromise Ministries, VP of Human Resources, Operations, and Volunteer Programs at [pfoxx@urbanpromiseusa.org](mailto:pfoxx@urbanpromiseusa.org)