Institutional Giving Manager

Position Summary

The Institutional Giving Manager supports Propel’s development activities by primarily raising support from corporate, foundation, and government funding sources. The position’s core responsibilities focus on grant writing and reporting, institutional funder prospecting and qualification, creating funding proposals and stewardship pieces, and grants timeline management.

Reports to: Chief Advancement Officer
Classification: Full-time, Exempt

Core Job Functions

- Implement a comprehensive institutional giving strategy to meet fund raising goals.
- Research and prepare compelling funding proposals for new initiatives; ensure adherence to proposal submission deadlines and grant reporting requirements, while consulting with program and leadership teams as needed.
- Oversee the annual grant development schedule while identifying and prospecting potential grant opportunities, institutional partners & funders as well as assessing their suitability.
- Maintain an updated institutional giving database on funders, grants, deadlines, contracts, and contacts.
- Prepare on-going grant reports for internal and external stakeholders.
- Craft persuasive grant applications, gathering necessary information and data to build a strong case for support and partnerships.
- Coordinate site visits, presentations, and other engagement opportunities for institutional partners, funders, and donors.
- Create stewardship materials such as impact reports and fact sheets, collaborating on the development of annual reports and case studies.
- Partner with program teams to harvest program evaluation; manage the collection, synthetization, interpretation, and presentation of organization-wide impact data for use in grant applications, reporting, and other business-related purposes.
- Engage in additional fundraising and stewardship activities related to institutional partners, grant funders, and loan fund investors.
- Stay abreast of best practices, trends and cutting-edge tools in institutional fundraising, philanthropy, and by extension the nonprofit sector.
- Other duties as assigned to meet organizational needs.
Qualifications

- Commitment to the organization’s mission, vision, and values.
- Commitment to diversity, equity, and inclusion.
- Commitment to relationship building & nurturing, and internal & external collaborations.
- Aptitude for cogent writing and compelling storytelling.
- Excellence in managing projects, from conception to completion.
- Exceptional written communication, and presentation skills.
- Comfort with and aptitude for managing information, schedules, and using databases.
- Action-oriented, organized, self-starter with time-management skills.
- Great attention to detail, and problem-solving skills.
- Curiosity and eagerness for learning

Education and Other Training:

- Required:
  - At least three years grant writing and reporting experience.
  - At least three years of prior experience in development or related functions at nonprofit organizations.
  - Proficiency in using technology including Microsoft Office Suite.
- Preferred:
  - Bachelor’s degree, or the equivalent combination of education, training, and experience.

We offer excellent compensation and benefits, including:

- Annual salary range of $60,000-$67,728 depending on experience.
- 32 PTO days per calendar year (prorated your first year).
- 7 personal holidays per calendar year (prorated your first year).
- 5 shared holidays per calendar year (prorated your first year).
- Monthly phone and internet service allowance.
- Flexible work schedule in a hybrid work environment.
- Health, Dental and Vision insurance.
- HSA, & Healthcare FSA.
- Basic and supplemental term life insurance.
- Short, and Long-term disability insurance.
- Other voluntary insurance benefits.
- 403(b) retirement plan with employer contribution.

Accommodations

We recognize that qualified applicants will include a range of people who will each require different support to be successful. Propel operates with a remote/office hybrid environment and we are committed to making sure that each staff member has the technology and programs they need to be successful. If you have a cognitive or physical disability that requires accommodation or specific support, we will provide what is reasonable within the organization’s capacity.
To Apply

Interested candidates should send a cover letter and resume latest by 5pm CST on Friday May 17th, 2024, to hiring@propelnonprofits.org. Please use the subject line “Institutional Giving Manager”.

ABOUT PROPEL NONPROFITS

Propel Nonprofits is an intermediary organization and federally certified community development financial institution (CDFI). We provide capacity-building services and access to capital to support nonprofits in achieving their missions, including the ability to link strategy, governance, and finance to support nonprofits through their organizational lifecycle.

Propel Nonprofits was formed by the January 2017 merger of the Non-profits Assistance Fund and MAP for Nonprofits. The two organizations came together to create a larger entity that offers a holistic approach to services that meets a larger set of nonprofit needs, including the ability to closely link strategy, governance, and finance. The merged organization has a growing 35-person staff working collaboratively to support nonprofit clients, develop and deliver excellent programs, and grow a healthy organization.

Propel Nonprofits is an equal opportunity employer.