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Deputy Director of Foundation Relations

Full Time Regular
DC, Washington, DC, US

Today
Requisition ID: 1064

Salary Range:

\$95,000.00 To 110,000.00 Annually

DEPARTMENT: Development and Membership

REPORTS TO: Vice President for Development

Bread for the World is a Christian advocacy organization urging U.S. decision makers to do all they can to pursue a world without hunger. Our mission is to educate and equip people to advocate for policies and programs that can help end hunger in the U.S. and around the world.

PRIMARY OBJECTIVE

Bread for the World is seeking a self-starter with strong communications skills and the ability to multitask to join a growing team with a successful fundraising record to lead the organization's foundation relations. This individual will pursue and capitalize on emerging opportunities for foundation funding and will help produce written communications for the development and membership team. Reporting to the Vice President for Development and supervising the Senior Grants Officer, the Deputy Director of Foundation Relations will also work closely with Bread for the World's executive and senior leadership. They will drive a robust foundation fundraising program designed to increase the amount of support from institutions over the next several years.

This position is ideal for an experienced foundation fundraising professional with a clear sense of the funding landscape who is deadline-driven, detail-oriented, well-organized and committed to ending hunger with an understanding of complex policy issues impacting hunger in both domestic and international contexts.

The Foundation Relations team works with program staff at both Bread for the World Institute, a 501(c)(3) organization, and Bread for the World, a 501(c)(4) organization, to make the case for support for various programs; conduct ongoing research to identify foundation funding opportunities; collaborate on strategies for approaching foundation prospects; and track all foundation activity and deadlines.

PRIMARY RESPONSIBILITIES/ACTIVITIES

1. Design and implement strategies and activities to increase support from existing foundation funders and identify new potential foundation support, working closely with the Vice President for Development, Sr. Grants Officer, executive and senior leadership to drive fundraising strategy.
2. Supervise and work with the Sr. Grants Officer to create and implement a plan to expand Bread for the World's annual foundation funding portfolio from \$1M to \$3M.
3. Oversee the work of the Sr. Grants Officer in writing grants for church and denominational bodies.
4. Lead cross-functional collaborations to secure project restricted and general operating support for multidisciplinary projects led by executive and senior leadership.
5. Ensure high-quality stewardship of these collaborative grants by facilitating intra-organizational planning and coordination to meet grant deliverables.
6. Research the giving interests of foundation funders and stay abreast of philanthropic trends and recent foundation giving.

7. Identify new opportunities for funding that align with Bread for the World/Institute programs through prospect research, working closely with the Sr. Grants Officer.
8. Prepare foundation materials—including but not limited to proposals, letters of inquiry, grant reports, agreements, emails, presentations, and acknowledgment letters—by drafting original copy, editing, and formatting as needed.
9. Lead the planning and execution of meetings with foundation staff; research and draft briefings for executive leadership in advance of foundation meetings; and prepare senior staff for foundation meetings and phone calls.
10. Partner with Bread for the World/Institute's program staff to cultivate relationships with both current and prospective donors and support foundation fundraising on behalf of Bread's Executive team.
11. Track grant requirements and deadlines as well as contact between Bread for the World/Institute and funders.
12. Liaise with program and finance staff to monitor grant spending.
13. Perform other duties as assigned or needed to move forward Bread for the World's foundation relations portfolio.

SUPERVISION EXERCISED

This role supervises the Senior Grants Officer and requires excellent interpersonal skills to ensure project directors' compliance with grant requirements and timely delivery of grant-related products and results.

SKILLS/KNOWLEDGE REQUIRED

- Bachelor's degree required; Master's degree preferred or an equivalent combination of education and experience.
- A minimum of ten years of experience and a track record of success securing and managing grants in support of annual revenue and organizational goals, preferably at a nonprofit advocacy or policy-oriented organization.
- Demonstrated success managing a seven-figure portfolio of foundation donors and managing relationships with both program officers and internal colleagues to create the conditions for success.
- Demonstrated success in soliciting and renewing contributions from foundations by articulating a compelling case for support through multiple communication tools, such as written grant proposals, reports, and budget documents or verbal and visual presentations, among others.
- Deep knowledge of international and domestic hunger-related issues and data sources is desirable
- Knowledge of various philanthropic sectors connecting to hunger is desirable, including racial and gender equity, economic justice, global development, climate change, food systems, strengthening democracy, organizing and community power building.
- Financial acumen to develop project budgets is essential.
- Excellent organizational skills and attention to detail.
- Strong written and oral communication skills.
- Strong analytical and prospect research skills.
- Strong interpersonal, mediation, and facilitation skills.
- Ability to prioritize and multitask in a fast-paced environment.
- Ability to work both independently and as a member of a team.
- Knowledge of the Raiser's Edge database is desirable.
- Familiarity with 501(c)(3) and 501(c)(4) regulations is a plus.
- Ability to work additional hours as needed to meet deadlines and manage workflow.
- Support for Bread for the World's mission and commitment to working with faith communities to end hunger.

WORK ENVIRONMENT ISSUES

- Bread is a hybrid organization.

- Proof of being fully vaccinated against COVID-19 in accordance with CDC guidelines is required to enter our offices. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law.

LOCATION

This position is located in our Washington, DC headquarters. Bread's current policy requires this position to come into the office a minimum of eight days per month. Occasional travel will be required as needed for foundation meetings.

CULTURAL EXPRESSIONS

Bread is committed to advancing racial equity externally and internally, all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity on-going training. Bread is also committed to being an equal opportunity employer.

OUR VALUES

1. *We value our faith.* Our faith in Christ is the foundation for our hope, story, mission, and values, and compels us to love our neighbors near and far.
2. *We value human flourishing.* We believe that every human being, created in the image of God, has inherent dignity that affords an opportunity to be in right relationship with God, self, neighbor, and the environment, and to freely access enough nutritious food for good health.
3. *We value justice.* We seek to establish effective systems, structures, and policies that affirm equality and advance equity among all human beings and protect people who experience hunger and poverty from oppression.
4. *We value courage and prophetic voice.* In a spirit of wisdom and love, we will be bold in articulating and pursuing our vision of a world without hunger.
5. *We value nonpartisanship.* We believe that effective and sustainable public policies are made when, in good faith, we employ a civil and politically unbiased approach to develop and implement laws and programs to achieve our mission.
6. *We value collaboration.* We believe in working alongside and building community with diverse churches, institutions, and individuals, including people experiencing hunger, to achieve our mission.
7. *We value impact.* We strive for excellence in our work and hold ourselves and our nation's leaders accountable in the pursuit of public policies that render measurable results and meaningful change for those affected by hunger.

DISCLAIMER

Background and reference checks will be conducted on all final candidates. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

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Requirements