

Institutional Giving Manager

Full Time Regular
Professional

Requisition ID: 1163

DC, Washington, DC, US

Salary:

71,000.00 To 77,000.00 (USD) Annually

DEPARTMENT: Development and Membership

REPORTS TO: Deputy Director of Foundation Relations

LOCATION: Washington, DC or Remote

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 assist with the organization's institutional fundraising, which includes foundations and corporations. (Bread for the World does not receive government grants.)

This individual will pursue and capitalize on emerging opportunities for institutional funding and will help produce written communications for the development and membership team. Reporting to the Deputy Director for Foundation Relations, the Institutional Giving Manager will also work with Bread for the World's program staff and senior leadership. They will support a robust fundraising program designed to increase the amount of support from institutions over the next several years.

This position is ideal for someone with excellent writing skills and attention to detail, who is deadline-driven, well-organized, 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 and corporate funding opportunities; collaborate on strategies for approaching funding prospects; track restricted gift activity and deadlines; and prepare reports.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

1. Responsible for a portfolio of annual and multi-year grants from foundations and other grant-making institutions.(Portfolio supports annual foundation revenue goals of approximately \$1-2million.)
2. Analyze application requirements and guidance from funders and work closely with appropriate project director and senior leadership to develop project goals, objectives, performance measures, work plan, and project budget.
3. Ensure high-quality stewardship of these collaborative grants by facilitating intra-organizational planning and coordination to meet grant deliverables.
4. Research the giving interests of funders and stay abreast of philanthropic trends and recent giving.
5. Identify new opportunities for funding that align with Bread for the World/Institute programs through prospect research, working closely with the Deputy Director of Foundation Relations.
6. Plan meetings with foundation and corporate staff; research and draft briefings in advance of funder meetings; and prepare non-development staff for funder meetings and phone calls.
7. Partner with Bread for the World/Institute's program staff to cultivate relationships with both current and prospective donors and support institutional fundraising on behalf of Bread.

8. Prepare donor materials including but not limited to proposals, letters of inquiry, reports, grant agreements, presentations, and acknowledgment letters.
9. Ensure proposals follow Bread editorial standards, are responsive to application requirements, and have all necessary support documents to complete application packages.
10. Review and execute grant agreements.
11. Work collaboratively with Finance and program teams to communicate restricted gift budget expectations, review spending reports, and help align expenditures and staff allocations with award requirements. Track award requirements and deadlines, as well as contact between Bread for the World/Institute and funders.
12. Report on restricted gift expenditures and support team members' ability to manage the project work plan so that funded activities and related expenditures are on track with project timelines and reporting requirements.
13. Manage organizational deadlines to ensure timely completion of funder reports by relevant departments responsible for project implementation and expenses.
14. Synthesize project data, activity, and results to correspond with reporting on project goals, objectives, and measures.
15. Work with the finance team to generate financial reports for funders.
16. Manage a calendar of proposal and reporting deadlines and prospect research.
17. Develop and maintain systems, workflows, timelines, and project management tools to support institutional fundraising and ensure timely completion of proposals, reports, and grant deliverables.
18. Support institutional fundraising data management, reporting, and pipeline tracking through effective use of CRM and donor management systems.
19. Perform other duties as assigned or needed to move forward Bread for the World's institutional giving strategy.

SUPERVISION EXERCISED:

- No direct supervisory responsibilities.
- Position responsibilities require excellent interpersonal skills to ensure project directors' compliance with award requirements and timely delivery of award-related products and results.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree is required or equivalent work experience.
- 3 years of experience and a track record of success securing and managing grants, preferably at a nonprofit advocacy or policy-oriented organization.
- Demonstrated success managing a 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 grants by articulating a compelling case for support through multiple communication tools, such as concept notes, written grant proposals, reports, and budget documents or verbal and visual presentations, among others.
- Strong project management, organizational, and systems-thinking skills, with the ability to coordinate multiple priorities and deadlines simultaneously.
- Experience utilizing CRM, donor management, project management, or workflow systems to support fundraising operations.
- Understanding of and experience with nonprofit advocacy at the federal, state and/or local levels preferred.
- Deep knowledge of international and/or domestic hunger-related issues is desirable.
- Knowledge of various philanthropic sectors is desirable, including those related to nutrition programs, faith-based organizations, racial and gender equity, global development, climate change, food systems, agriculture, organizing, young adult engagement, and community power building.
- Financial acumen to develop project budgets and financial reports.
- Highly organized, attentive to detail, goal-oriented, skilled at developing and managing systems, and able to work in a deadline-driven environment.
- Strong written and oral communication skills, including the ability to engage target audiences and communicate complex ideas tailored to the audience, using appropriate formats and media.
- 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) nonprofit tax rules 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.
- Greater DC metropolitan area preferred. Willing to consider remote options for outstanding candidates.
- 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 or two days per week. 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.