



MANAGER of INSTITUTIONAL GIVING

Full Time

JOB DESCRIPTION

The Manager of Institutional Giving is responsible for establishing relationships with funders, researching funding opportunities, developing quality grant applications, and submitting proposals to private and community foundations, government agencies, private corporations and other funding sources as needed. This position is responsible for writing proposals and securing all information requested in the grant application in support of unrestricted and restricted operating revenue, capital needs, and campaigns. This position is also responsible for submitting timely and accurate reports for all existing grants. Grants will have clear and measurable goals, objectives, and outcomes. This position reports to the Vice President of Development.

- Meet the annual fund, capital, and campaign goals for grant support from foundations, corporations and public funding entities.
- Organize and maintain an annual plan/calendar for proposals and report deadlines from foundations, corporations and government grantors to ensure coordination of funding for clinical, education and advocacy programs as well as general operating support.
- Maintain computer database (Raisers Edge) for foundation, corporate and government funding, including information on giving history, proposals and reports.
- Maintain files for foundation, corporate and public funding entities, including copies of annual reports, application guidelines, proposals, reports and other pertinent information.
- Communicate with project/program managers in other departments to assess the initial "program fit" or feasibility and determine the full scope of the funding needs as well as confirm project/program goals and objectives.
- Write, edit and proofread proposals, reports and thank you letters to foundation, corporate and government funders as well as publicity associated with funders.
- Edit draft applications for accuracy, completeness, clarity, as well as compliance with funder requirements.
- Maintain and include up-to-date attachments with each proposal (i.e. 501(c)(3) letter, affiliate annual report, list of board members, Form 990, financial statements, budgets, etc.)
- Monitor progress of grant requests after submitted, including follow-up phone calls, emails or letters to ascertain the status of grants.
- Comply with all grant reporting as required by funders.
- Work in collaboration with Vice President of Finance and the Manager of Strategic Clinical Initiatives to collect statistics for grant applications/reports.
- Conduct research and generate letters of inquiry to prospective funding entities. • Lead quarterly grant meetings to identify and prioritize project needs;
- Support compliance with grant terms. Communicate with staff in writing about data that is needed for reports that funders expect and the timeline. Inform clinical services, education and advocacy program staff about grant reporting requirements and the terms of spending the funds awarded.
- Attend funder panels, events and meetings throughout the tri-counties and initiate other appropriate cultivation/relationship building opportunities with funders.

- Provide stewardship to current funders, including regular written updates to corporate and foundation funders.
- Implement all annually planned and approved activities in support of achieving the annual fundraising goals.
- Responsible for researching, writing, and managing grant funding for all PPCCC capital and endowment campaigns.
- Responsible for creating/maintaining an annually, and as needed, updated organizational case statement. Additionally, obtain program case statements from Program Managers (Health Center, Education, Advocacy, IT etc.).
- Remain current and incorporate health care language that aligns with the national organization, Planned Parenthood Federation of America or "PPFA". Read PPFA's email messages for this language and collect relevant information shared by Planned Parenthood staff for use in grant writing. Join the 'Affiliate Development Listserve' and participate in the 'PPFA Intranet.'
- Survey PPCCC board members annually to learn of connections they may have with foundation trustees.
- Research current population health data, including teen birth data, sexually transmitted infection data, and other relevant health data for proposals and demographic data • Other duties as assigned by the Vice President of Development.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Excellent project management skills and attention to detail
- Excellent written and verbal communications skills • Proficient in research, interpreting and analyzing diverse data
- Possess the ability to work collaboratively and independently to achieve stated goals.
- Must be highly organized with the ability to implement systems for tracking projects and deadlines and follow-up on processes
- Able to work under pressure, meet multiple deadlines every month, use independent judgment and produce a quality work product with tight time constraints.
- Previous experience that demonstrates a proven track record in researching and writing proposals, tracking and meeting deadlines, working with program and finance staff for information and success in securing funding.

CUSTOMER SERVICE RESPONSIBILITIES:

- Provide professional high-quality customer service in all donor, funder, volunteer and vendor relationships.
- Friendly and mature interactions and communications.
- Accurate information and follow through/ follow up in a timely manner.

PRODUCTIVITY RESPONSIBILITIES:

- Meet annual budgeted goals for grant fundraising.
- Participate in planned and approved activities in support of achieving the annual fundraising goals of the Development Department.
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EDUCATION and/or EXPERIENCE:

- Bachelor's degree, Master's degree a plus.

- Two (2) to five (5) years of experience writing foundation, corporate and public funding proposals and reports in a non-profit environment.

LANGUAGE SKILLS:

- Ability to read, write, analyze, and interpret data and information and format and present according to funders requirements and questions.

COMPUTER SKILLS:

- Excellent computer skills in a Microsoft Windows work environment.
- Must be experienced with Microsoft products including Word, Outlook, Excel and Power Point. Knowledge of Raiser's Edge software a plus.

ADDITIONAL QUALIFICATIONS:

- Ability to work in a busy environment, under pressure without compromising accuracy, attention to detail and courtesy to clients and staff
- Ability to provide feedback to staff in a constructive manner resulting in motivation for change • Strong organizational skills
- Ability to respond appropriately to changing situations
- Self-motivated
- Willing to work flexible hours, including Saturdays and evenings when necessary
- Must have excellent customer service skills and be committed to providing the highest level of customer satisfaction to both internal and external customers
- Excellent verbal, written, and presentation skills
- Excellent communication and listening skills
- Ability to read and analyze information (business and health journals)
- Ability to research and gather information
- Ability to organize large amounts of data/information into a fashion that all levels of staff can understand.
- Candidate must travel within PPCCC geographic area (Thousand Oaks to San Luis Obispo)
- Must have reliable transportation
- Valid California Driver's license and appropriate insurance
- Other duties as requested

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