

JYF is seeking an Institutional Giving Officer to help secure the support that advances our mission. From compelling grant proposals and funder relationships to donor communications and storytelling, this role connects JYF's work with the people and organizations who make it possible. If you're a strong writer, thoughtful collaborator, and skilled storyteller who wants your work to support meaningful cultural and educational experiences, we'd love to hear from you.

Title: Institutional Giving Officer

State Role Title: PR & Mktg Spec II

Hiring Range: \$50,000.00 - \$55,000.00

Pay Band: 3

Agency: Jamestown-Yorktown Foundation

Location: Jamestown Settlement

Agency Website: jyfmuseums.org

Recruitment Type: General Public - G

Job Duties

As an Institutional Giving Officer, you'll develop persuasive grant proposals, funding requests, and reports that connect the Foundation's programs and priorities with the interests of foundations, corporations, individuals, and government funders. You'll collaborate across JYF to gather meaningful program data and compelling stories, manage grant timelines and reporting requirements, and build productive relationships with funding partners throughout the grant cycle.

You'll also help bring JYF's mission to life through engaging donor communications. From writing and editing the magazine Inside JYF and its annual donor report to developing fundraising appeals, newsletters, website content, acknowledgement letters, and other print and digital materials, you'll turn the Foundation's work into clear, compelling communications that inspire connection and support. You'll work alongside Development, Marketing/Public Relations, and colleagues across the organization, while also supporting donor and development events as needed.

Minimum Qualifications

Excellent oral and written communication skills

Proven experience in grant writing or other persuasive writing

Superb interpersonal skills

Strong attention to detail

Results oriented and Self-driven

Proficiency in Microsoft Word, Excel, Power Point, and Raiser's Edge or equivalent.

Ability to work with staff and volunteers of all levels.

Ability to process and secure confidential information.

Ability to work within a fluid environment and to handle multiple tasks and changing priorities

Additional Considerations

Coursework in history, English, or public relations preferred.

Previous experience in fundraising with a demonstrated track record of success in assigned area of responsibility.

Experience in a museum development setting helpful.

To Apply:

<https://www.jobs.virginia.gov/jobs/institutional-giving-officer-williamsburg-virginia-united-states>

Contact Information

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In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their AHP Letter (formerly COD) provided by the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Service-Connected Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their AHP Letter. Requesting an AHP Letter can be found at [AHP Letter](#) or by calling DARS at 800-552-5019.

Note: Applicants who received a Certificate of Disability from DARS or DBVI dated between April 1, 2022- February 29, 2024, can still use that COD as applicable documentation for the Alternative Hiring Process.