



Title: Manager, Institutional Giving & Advancement Operations

Reports to: Chief Development Officer

Work Location: Koski Launchpad, 2000 Webber St. Suite 130 Sarasota, FL

POSITION SUMMARY:

The Manager of Institutional Giving & Advancement Operations is responsible for securing and stewarding foundation and grant funding while supporting the systems and infrastructure that enable effective fundraising.

This role manages a \$1M+ portfolio of foundation revenue, including corporate, private, community, and family foundations. The position serves as the primary relationship manager for assigned foundation partners, ensuring strong engagement, stewardship, and alignment with the Foundation’s strategic priorities.

In addition to grant writing and management, this role supports the development of advancement operations and is designed to evolve into a Director-level position as the organization grows.

DUTIES AND RESPONSIBILITIES:

Institutional Giving

- Lead the full lifecycle of grant funding, including research, proposal development, submission, and reporting
- Serve as the primary relationship manager for foundations within the assigned portfolio, ensuring strong stewardship and long-term engagement
- Identify and pursue new funding opportunities aligned with strategic priorities
- Develop compelling, data-driven grant narratives in collaboration with program and leadership teams
- Ensure timely and accurate grant reporting and compliance with all funder requirements
- Maintain and manage a forward-looking grants pipeline and calendar

Cross-Functional Collaboration

- Partner with Strategy & Impact to gather program data, outcomes, and insights
- Collaborate with Marketing & Engagement to align messaging and storytelling

- Work with Business Office to develop budgets and financial reporting for proposals and grants
- Coordinate with internal teams to manage timelines and deliverables

Advancement Operations (Evolving Responsibility)

- Maintain and support donor database integrity related to institutional funders
- Track grant activity, reporting timelines, and revenue projections
- Support development of systems and processes for donor stewardship and reporting
- Assist in campaign reporting and institutional funding alignment

Strategic Contribution

- Contribute to funding strategy discussions with CEO and leadership team
- Provide insight into trends in foundation giving and funding priorities
- Support long-term planning for institutional revenue growth

EDUCATION, EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree or equivalent combination of relevant experience, training, and demonstrated success in grant writing, fundraising, communications, or a related field
- 4–7+ years of experience in nonprofit fundraising, grant writing, or institutional giving
- Proven track record of securing and managing foundation funding
- Proficiency utilizing Raiser's Edge NXT
- Exceptional written and verbal communication skills, with the ability to translate program outcomes and data into clear, compelling narratives for diverse audiences
- Demonstrated ability to manage multiple projects, timelines, and deadlines simultaneously with a high level of accuracy
- High attention to detail and strong organizational skills
- Ability to work cross-functionally and build relationships across program, finance, marketing, and leadership teams

The Ideal Candidate

Successful candidates will be:

- Strategic thinkers who can connect funding to impact
- Strong relationship managers with the ability to engage external partners
- Highly organized and detail-oriented
- Effective communicators and collaborators
- Comfortable working in a fast-paced, evolving environment

Education Foundation Core Values

At the Education Foundation of Sarasota County, we are guided by our core values:

I CARE about IT

- Integrity
- Candor
- Accountability
- Respect
- Engagement
- Improvement
- Thoughtful Innovation

About the Education Foundation of Sarasota County

With more than 35 years of experience, the Education Foundation of Sarasota County clears the path for students to graduate and go further. We support students and teachers with the well-being, resources, and relationships they need to succeed. As the only nonprofit solely dedicated to students and teachers in Sarasota County, we offer a full range of services, driving innovation and strength for the entire community. Guided by philanthropy, the Education Foundation unites the community to prepare each and every student for life. (EdFoundationSRQ.org)

Apply

Interested candidates should submit a resume and letter of interest to:
careers@edfoundationsrq.org

This is a full-time, exempt, salaried position with benefits. Salary range is \$70,000 – \$85,000. We are open to structuring this role as a contract, contract-to-hire, or full-time position to align with candidate experience and organizational needs.