National Multiple Sclerosis Society

National Mutiple Schlerosis Society
Manager of Foundation Relations

Job Description:

The National Multiple Sclerosis Society is a national non-profit that exists because there are people with MS. Our vision is a world free of MS. Everything we do is focused so that people affected by MS can live their best lives as we stop MS in its tracks, restore what has been lost and end MS forever.

We are more than an organization. We are a movement. United in our collective power to do something about MS now and end this disease forever. At the National MS Society you have the opportunity to make a real difference in the lives of those living with MS and their families.

As a member of the Society team, you'll work in an environment that values collaboration, innovation, diverse perspectives, and most of all a relentless resolve so people with MS can live their best lives.

The Foundation Relations Manager provides nationwide support to a team raising $6M+ annually through private, public, family and corporate foundations. The Manager of Foundations Relations is responsible for managing and coordinating Society-wide efforts to identify, cultivate, solicit and steward $25K+ foundation prospects and donors, with an emphasis on building and expanding long-term relationships that have the greatest impact on the Society's highest priorities.

Reporting directly to the Director, Foundation Relations, responsibilities of the Foundation Relations Manager include actively working a personal portfolio, administration of organization grants calendar and grants inbox, grant writing, annual stewardship reports and qualified lead generation. Effective cross-departmental collaboration is required to ensure high-quality proposals and to conduct timely, accurate and meaningful stewardship.

Areas of Responsibility:

1. Foundation Relations Program Administration

    - Manage Society-wide grants calendar aligned to Foundations portfolio and work with Director, Foundation Relations to monitor and pace work load appropriately across team
    - Field and manage foundation grant information and support requests (grants inbox) from across revenue channels and respond, triage or assign requests as appropriate
    - Participate in select market revenue performance meetings to facilitate collaboration with Individual Giving market staff and market leaders on Foundation team portfolio moves
    - Enhance back-end processes and tools for grants administration including tools for evaluating grants requests and managing report expectations
    - Regularly review budgets, financial reports and other meaningful reports to help ensure the team is meeting revenue and performance goals.
    - Acquire and maintain understanding of the organization, and use that knowledge to better comprehend all projects and programs for which grants will be sought to to sieze granting opportunities and to maintain proposal tools and messaging resources for Foundation Relations team
    - Oversee foundation donor acknowledgement process, working with Finance and Operations, to ensure timely and accurate response to donations

2. Active Portfolio Management

    - Responsible for conducting the full range of activities required to prepare, submit and manage new and renewing grant proposals to foundations
    - Orchestrate timeline for all assigned relationships including grant applications, required reports, and meaningful donor engagement through application follow-ups, renewal outreach, and national cultivation opportunities.
    - Communicate regularly with donor relationship team as needed to execute on moves plan
    - Actively record and upload interactions for all assigned foundations
    - Work through appropriate channels to gather relevant program and finance information to submit proposals and to comply with all grant reporting as required by current grantees.

3. Lead Generation.

    - Research and identify foundation leads appropriate for five, six and seven-figure market-based and national grant opportunities
    - Qualify foundation prospects within prospect pool and assist Director in making team assignments.

Other Duties as Assigned

Requirements/Qualifications

- 3-5 years experience in non-profit fund raising or equivalent, particularly in the area of foundation fundraising
- Demonstrated knowledge of methods, practices and procedures for obtaining information about the giving programs of foundations
- Bachelor of Arts or Science or higher
- Demonstrated ability to develop, manage and execute business processes and communications strategies.
- Superior use of a variety of communication skills including written and verbal, both in person and by telephone and email.
- Time management, organization, communication, relationship management, and collaboration skills required.
- Ability to create and utilize donor prospecting and portfolio management tools.
- Strong writing skills including proposal and report writing, as well as internal and external communications with attention to detail.
- Results driven style and proven track record of fundraising/sales success including grants exceeding $50k+
- Compensation/Benefits
- The National Multiple Sclerosis Society provides a highly competitive, comprehensive benefit package to employees. These benefits include a considerable Paid Time Off Plan; Paid Holidays; 401k Retirement Savings Plan with Society match; Educational Reimbursement Plan; Professional Development Assistance; Commuter Benefit Plan; Comprehensive Health & Welfare benefits including Medical, Dental, Vision, Flex Spending Accounts, Life Insurance, Disability Coverage, Life Assistance Plan as well as additional voluntary benefit offerings.

How To Apply

Find the posting and apply online at https://www.nationalmssociety.org/About-the-Society/Careers .