ABFE

A Philanthropic Partnership for Black Communities

Institutional Giving Manager/Officer
Membership & Development Department
Proposed as of February 6, 2017

Job Description

PRIMARY RESPONSIBILITIES:
The Institutional Giving Manager/Officer, Development is responsible for managing and coordinating fund-raising for institutional priorities. She/he works with the Vice- President of Membership & Development to plan and implement a comprehensive giving campaign to grow and sustain both core and project support from institutional donors. Maintains contact with donors after receipt of contributions including preparing acknowledgements, and facilitates reporting on program progress. Performs other duties as assigned.

Reports to: Vice President of Membership & Development

SALARY RANGE: $59 - 71,000.00 annually with competitive benefits package

RESPONSIBILITIES:

Determine institutional fundraising strategies and goals with the Vice President of Membership & Development and Provide support in fundraising and cultivation contacts with foundations and manage the annual renewal solicitation process;

Prepare foundation proposals, budgets, progress report and assist in maintaining close contact with key individuals at foundations, both donors and prospective donors;

Work in partnership interdepartmentally with colleagues – specifically as it relates to membership ensuring strong reconciliation, stewardship and cultivation strategies to help grow overall organization revenue; Additionally work with membership colleagues to learn of potential opportunities from member base for funding;

Assist in establishing an effective foundation identification, cultivation and solicitation program for annual operating support; Create work plans and goals for timely completion of development projects and follow-up with other staff to ensure goals are met;

Establish and meet deadlines for proposals and reports by coordinating input and scheduling among staff in different departments; Participate in organizational and department meetings;

Manage institutional financial reconciliation i.e. revenue budgets, including vendor invoicing, financial reporting and analysis, cash flow etc. in accordance with the rules and procedures set in partnership with the finance dept.;

Represent the organization in meetings and solicitations with corporate and foundation officers and program directors where assigned. Partner with consultants and project directors to provide proposal development and other fundraising support to reach projected revenue targets for program focused funding as assigned;

Proficiency in computer and web-based technology skills including word processing, database management, e-mail marketing systems, and social media; Strong oral, written and organization skills a must;

QUALIFICATIONS

BA and minimum 6 years' experience in foundation and/or corporate giving, including experience in preparing grant proposals;

Excellent verbal and written communication skills with exceptional attention to details. Ability to construct and analyze program budgets;

Exceptional interpersonal and analytical skills required as well as the ability to work comfortably in a fast-paced environment;

Proficient technical abilities with donor databases and Proficient use of Microsoft Office Suite; Ability to trouble-shoot and problem-solve data management.

Interested parties should email a letter of interest and resume to ABFE at hiring@abfe.org. You can learn more about ABFE at www.abfe.org.