**Title:**  Institutional Giving Manager

**Reports To:**  Senior Director of External Affairs

**Overview:**

The Institutional Giving Manager oversees foundation, government, and corporate funding at the Mission Society of New York City. Key activities include prospect research and identification, review of select RFPs, cultivation (including building ties with foundation officers and government representatives), proposal writing, budget preparation, acknowledgement, and recognition.

**Principle Responsibilities:**

* Cultivate and maintain relationships with institutional funders
* Identify and evaluate potential institutional partners and grant opportunities
* Research and draft LOIs and proposals with input from program staff
* Support strategic donor outreach and communications, and maintain regular correspondence with key funding representatives
* Maintain systems of tracking all corporate, government, and foundation donor activities, including but not limited to grant submission deadlines, donor communications, and acknowledgements
* Assist in planning of special events designed for corporate and foundation program officers
* Develop proposal/application budgets alongside programs and finance teams in accordance with ask
* Collaborate with entire Fundraising team to develop strategic stewardship plans
* Work collaboratively with other staff members to accomplish goals and objectives of the External Relations division
* Perform all other duties as required

**Qualifications**

* Passion for education equality, youth development, and the goal of ending poverty
* Minimum of three years of professional development experience.
* Hands-on experience researching and writing successful proposals
* A flair for thinking creatively particularly as applied to fundraising opportunities.
* Experience with prospect research and ability to set up, manage, and track foundation giving and deadlines through a database
* Excellent writing skills, attention to detail, and organizational skills
* Ability to manage multiple priorities and complete projects successfully as planned
* Excellent computer skills. Familiarity with Raiser's Edge, a plus.
* Able to work both independently and as a member of a team in a fast-paced, deadline-driven environment

# **GENERAL REQUIREMENTS**: Staff is expected to be committed to the mission, vision, and values of Mission Society.

**Salary and Benefits:**

Salary based on experience, qualifications and fit. Comprehensive benefits include medical, dental, life, long term disability insurance, 403(b) retirement plan with employer match, TransitChek, Employee Wellness Program, Municipal Credit Union membership, voluntary supplemental insurance options.

**Application**

To apply, please submit a cover letter, resume, and two writing samples to hr@missionsociety.org with the subject “Institutional Giving Manager”.