

## Institutional Giving Officer Job Description

**Organizational Description:** Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latina/x power to fight for the fundamental human right to reproductive health, dignity, and justice. We center and elevate Latina/x voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latinas/xs across the country to fuel a larger reproductive justice movement.

**Position Description:** A key member of the development team, this position will support grant program functions including grant reporting and compliance, as well as assistance with certain aspects of the grant writing process. The Institutional Giving Officer will work closely with the Senior Director of Development and Director of Institutional Giving to identify, cultivate, and steward new foundation prospects for Latina Institute. Additionally, the Institutional Giving Officer will support certain development department operations including but not limited to ensuring compliance with grant guidelines and will be responsible for supporting the implementation and use of Salesforce for donor management in collaboration with the fundraising team and Latina Institute's database manager. They will also ensure the accuracy and timeliness of grant records and reports. The Institutional Giving Officer will be expected to work independently while collaboratively engaging a cross section of the organization for content, success stories and quantitative data to support grant proposals and fundraising appeals.

Reporting directly to and working closely with the Director of Institutional Giving the Institutional Giving Officer will assist in efforts to increase and diversify organizational revenue from foundation and potential corporate support. They will collaborate with external grant managers and program officers, as needed, to assist with proposal submissions and reporting of grant awards to ensure post-award compliance. The Institutional Giving Officer will also support the Senior Director of Development with funder meetings and other special projects as assigned.

**Location:** New York, NY (Preferred) or Washington, D.C  
Latina Institute operates as a remote organization but requires some roles to be based in specific locations and/or to operate in a hybrid way. Due to the nature of this particular role, you must be located in Washington, D.C or preferably New York, NY to be able to travel to various locations around the country, including the NY or DC office spaces, to work from and participate in in-person events, meetings, and complete required activities or tasks.

**Employee Status:** Full Time, Exempt, 40 hours per week

**Responsibilities include (but are not limited to):**

- Supports and participates in implementing a strategic fundraising plan to annually raise \$9M+ from existing and potential foundation sources.
- Collaborates with staff on foundation giving strategies for projects and programs.
- Supports cultivation, relationship building, and stewardship activities with foundations, including preparation of cultivation materials with standard materials and project specific inserts.
- Supports grant writing consultants and grant reporting processes in collaboration with program, finance, and fundraising staff.
- Collaborates with database manager to track and monitors grant and reporting processes in donor database, Salesforce.
- Assists in the evaluation of cultivation strategies for potential foundation prospects that align with Latina Institute's mission, programs, and goals.
- Utilizes cultivation strategies and research to help prepare senior Latina Institute staff in advance of events, conferences, or meetings.
- Develops a thorough understanding of Latina Institute's program and advocacy areas, including the nuances of the reproductive justice framework we conduct our work through.
- Other duties may be assigned.

**What You Will Need to Be Successful:**

- Bachelor's degree required.
- Experienced development professional with a knowledge of and/or experience with a national nonprofit preferably with advocacy and/or social justice focus a plus.
- Minimum 1-2 years of experience fundraising with foundation funders.
- Demonstrated ability to work collaboratively with staff, consultants, partners, and funders.
- Proven track record of supporting a team in securing and successfully cultivating foundation and corporate support.
- Knowledge of grants and grant administration systems, processes, and budgeting.
- Experience with Microsoft Office and database systems, such as Salesforce and/or EveryAction.
- Superb research, organizational, time management, communication skills.
- Ability to work collegially in a fast-paced environment and adapt to change as necessary.
- Bilingual (Spanish) a plus

**Salary Range:** \$72,000 - \$80,000 based on experience.

Our comprehensive package of benefits includes:

- Medical, dental, and vision plans
- Vacation, personal, wellness and sick time

- Retirement plan, including employer match
- Paid parental leave
- \$1,000 towards professional development/wellness

**Benefits:** The Latina Institute offers excellent benefits for full-time employees, including health/vision/dental insurance, 401(k) benefits, vacation, and sick leave.

**Application Procedure:** Please send your resume and cover letter that answers the following questions, via email to [jobs@latinainstitute.org](mailto:jobs@latinainstitute.org).

*National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ+ persons, and people with disabilities are encouraged to apply.*