

## **Manager of Institutional Giving**

**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 manage all grant program functions including grant writing, reporting and compliance. The Manager of Institutional Giving will work closely with the Senior Director of Development and Institutional Giving Officer to identify, cultivate, and steward new foundation prospects for Latina Institute.

Additionally, the Manager of Institutional Giving will have responsibility for 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. They will also ensure the accuracy and timeliness of grant records and reports.

The Manager of Institutional Giving 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. The Manager of Institutional Giving will supervise the portfolio of institutional donors and will serve as direct liaison for donor needs across all Latina Institute departments. The Manager of Institutional Giving is expected to possess a thorough understanding of Latina Institute's programs, communications strategies and advocacy areas, including the nuances of the reproductive justice framework Latina Institute conducts its work through supporting the Senior Director of Development on cultivation events management and other special projects as assigned.

Reporting directly to and working closely with the Senior Director of Development the Manager of Institutional Giving will design and implement strategy to support the organization's goals and significantly increase and diversify organizational revenue from foundation and potential corporate support. They will maintain relationships with external grant managers and program officers to manage all proposal submissions and reporting of grant awards to ensure post-award compliance.

**As the Manager of Institutional Giving, your day may include tasks such as:**

- A weekly meeting with the Development Team
- Meeting with an existing funder to update the progress of our work

- Reviewing and editing a grant proposal or grant report
- Connecting with members of other Latina Institute departments for update on programmatic work
- Reviewing and updating revenue report on Salesforce
- Responding to internal and external correspondence

**Location: New York, NY (preferred), Washington, D.C**

Latina Institute operates as a remote organization but requires some roles to be based in specific locations and to operate in a hybrid way. Due to the nature of this particular role, you must be based in either New York, NY or Washington, D.C and be able to travel to various locations in NYC and DC **(20%)** for funder meetings, to work from and participate in in-person events, conferences and additionally assigned meetings.

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

**Job Duties Breakdown:**

- 40%** - Managing & Fostering Donor Relationships and Grant Writers
- 25%** - Meeting Preparation & Prospecting
- 25%** - Database Management/Auditing
- 10%** - Additional Tasks/Support as needed

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

- Supports and participates in implementing a strategic fundraising plan to annually raise \$9M+ from existing foundation sources.
- Collaborates with staff on foundation giving strategies for projects and programs.
- Develops and manages cultivation, relationship building, and stewardship activities with foundations, including preparation of cultivation materials with standard materials and project specific inserts.
- Supports grant writing and grant reporting processes in collaboration with program, finance, external consultants, and fundraising staff.
- Tracks and monitors grant and reporting processes in donor database, Salesforce.
- Evaluates and develops cultivation strategies for potential foundation prospects that align with Latina Institute's mission, programs, and goals.
- Utilizes cultivation strategies and research to 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.
- Ideal candidate will possess a minimum of 3 years of experience fundraising (prospect research, grant writing, grant report writing) with foundation funders.
- Demonstrated ability to work collaboratively with staff, consultants, partners, and funders.
- Proven track record of securing and successfully cultivating foundation and corporate support.
- Knowledge of grants and grant administration systems, processes, and budgeting.
- Superb research, organizational, project management, time management, communication skills.
- Ability to work collegially in a fast-paced environment and adapt to change as necessary.
- Experience with Microsoft Office and database systems, preferably Salesforce and/or EveryAction.
- Bilingual Spanish-speaker, though not required, is welcome.

**Salary Range:** \$80,000 - \$100,000 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 cover letter and resume to [jobs@latinainstitute.org](mailto:jobs@latinainstitute.org). Please include the subject line: **Applicant – Manager of Institutional Giving**

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.