



Inspiring all girls
to be strong,
smart, and bold

Girls Inc. of Metropolitan Dallas

Position Title: Institutional Giving Manager
Category/FLSA Status: Full-time, Exempt
Supervisor: Vice President of Fund Development
Supervises: N/A

Position Summary:

Fund development is critical to the success of Girls Inc. and our ability to provide high-quality programming to girls from underserved areas of Dallas. The Institutional Giving Manager plays a crucial role in the organization's fundraising plan, and will have primary responsibility for raising funds through partnerships with foundations, corporate giving programs, and government agencies. This position requires exemplary writing skills, organization, and sensitivity to deadlines. As more than just a grant writer, the Institutional Giving Manager is deeply engaged in the development team's efforts to build long-term relationships with Girls Inc.'s portfolio of institutional donors. This individual will be passionate about writing compelling and targeted narratives, contributing to a collaborative, high-performing development team, and helping to fulfill the organization's mission.

Responsibilities

- Support fundraising efforts through developing compelling letters of inquiry, proposals, reports, and cover letters in partnership with program and development staff and senior leadership.
- Lead an ongoing grants and reporting submission schedule with a diverse mix of current and prospective funders.
- Analyze opportunities within and beyond the grants and reporting submission schedule, and conduct prospect research on current and potential funders as needed.
- Manage all aspects of proposal submission and follow-up, and update relevant staff on upcoming deadlines and deliverables on a continual basis.
- Work with program and development staff to ensure that all grant and gift requirements are met fully and in a timely manner.
- Develop deep knowledge of the mission of Girls Inc., its clients, its programs, and its impact on the community.
- Develop positive relationships with diverse internal and external stakeholders and communities.
- Manage and update onsite and digital grant files, and review as needed for historical background and compliance requirements.
- Update Raiser's Edge with all institutional giving activities such as prospect research, cultivation with funders, grant submissions, and funding decisions.
- As part of the development team, provide support for additional fundraising activities as needed (some evenings and weekend work may be required).

Minimum Qualifications:

- Bachelor's degree required.
- 3-5 years' experience of grant writing in nonprofit development, with demonstrated success in securing private grants, corporate gifts, and/or public funding.
- Excellent persuasive writing and communication skills with ability to interact with and engage a variety of audiences.
- Aptitude for being highly organized, detail-oriented, and self-accountable.
- Demonstrated success managing multiple deadlines in a fast-paced results-oriented environment.
- Strong sense of personal integrity and professional responsibility.
- Proficiency with Microsoft Office and prospect research best practices.
- Affinity for working collaboratively with both internal and external stakeholders.

Preferred Qualifications:

- Experience with Raiser's Edge and Luminare Online.
- Membership with Association of Fundraising Professionals (AFP).

Physical Requirements and Work Environment:

This position requires the ability to operate phones, computers, and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively with funders. Work is performed in an office setting. This person may be required to travel to various locations through Dallas County. Generally, the working conditions have little or no exposure to extremes in safety hazards or hazardous materials.

Equal Employment Opportunity:

Girls Inc. of Metropolitan Dallas provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, veteran status, genetic information, or any other discrimination prohibited by law. This agency complies with all applicable federal, state, and local laws, regulations, and ordinances prohibiting employment discrimination.

To apply:

To apply, please submit a cover letter with salary expectations, resume, and grant writing sample to Tori Correll, VP of Fund Development, at development@girlsincdallas.org by Friday, 12/15/17. No phone calls, please.