JOB DESCRIPTION

INSTITUTIONAL GIVING COORDINATOR

FLSA Status: Exempt

Summary of Position: The Institutional Giving Coordinator is responsible for managing a portfolio of community-based funders (e.g. faith communities, civic groups, etc.). Serving on a team of nine, the coordinator will identify, cultivate, solicit and steward small to midsize funders. The Coordinator is supervised by the Associate Director of Development - Institutional Giving but works very closely with the Volunteer Program Manager.

Specific Duties:

• Actively research prospective institutional funders, engage those prospects and cultivate new relationships
• Lead steward management efforts for the entire institutional giving portfolio, including tracking reporting deadlines, creating stewardship reports, developing custom communications and follow-up
• Maintain a portfolio of institutional funders and manage all aspects of grants cycle/relationships
• Support other institutional giving functions across the entire portfolio: grant report generation, data collection, financial reports, budget preparation, drafting grant narratives
• Represent the agency at public events including faith communities, civic organizations, etc.
• Work closely with the volunteer program manager to facilitate group volunteer engagement for institutional funders
• Support the record management of the institutional giving portfolio by tracking and filing electronic and hard copy communications
• Support production of collateral materials including Annual Report, website Impact Cards.

General Responsibilities:

• Support the overall development and implementation of the annual development plan, including supporting the volunteer program, special events, and community engagement efforts.
• Build relationships with participants, fellow staff, key volunteers, community members, agency supporters, and board members.
• Adhere to the Code of Conduct and Core Values of Connections for the Homeless.
• Perform other duties as assigned.

The following qualifications are requirements for the position:
• Valid Illinois Driver’s License
• HS Diploma/GED
• Excellent writing, speaking and interpersonal skills
• Able to work independently and with diverse populations
• Flexible Schedule available for evening and weekend work

The following qualifications are highly desirable:
• 1-3 years professional experience, preferable working in either development or communications at a non-profit.
• Bachelor’s degree and or previous work experience in non-profit management, fundraising, communications, or marketing.
• Exceptional communication skills, including strong writing and copy editing with strong attention to detail.
• Proficient in using digital/social media and monitoring and management tools.
• Excellent computer skills, including MS Office (Word, PowerPoint, and Excel)

Other requirements:
• Must be able to pass a criminal background check and submit to or provide evidence of a recent test for tuberculosis

Reports to: Associate Director of Development - Institutional Giving
July, 2020