JOB DESCRIPTION

DEVELOPMENT MANAGER – INSTITUTIONAL GIVING
FLSA Status: Exempt

Summary of Position: The Development Manager - Institutional Giving position is a fundraiser who is primarily focused on institutional relationships, balancing a portfolio of existing and new foundation and organization donors. Working in close partnership and reporting to the Associate Director of Development - Institutional Giving, the Development Manager - Institutional Giving is responsible for strategy and proposal development, stewardship, and reporting, and identifying new, private institutional supporters.

Specific Duties:

Strategy and Proposal Development (50%):
• Manage all aspects of the grants cycle for a portfolio of 50-75 institutional partners who contribute $1M+ annually, with expected growth in coming years
• Move institutional funders and prospects through traditional funding phases of identification, cultivation, solicitation, and stewardship
• Produce proposals, solicitation letters, acknowledgements, and reports for institutional partners, often composing correspondence on behalf of others
• Write strategically, persuasively, and quickly for long and short copy formats using the highest writing standards
• Work in partnership with development and program staff to develop ways to increase restricted and unrestricted revenue from institutional partners that align with Connections’ mission, vision, and priorities
• Partner with finance and development staff to develop budgets
• Assist in setting fundraising goals and objectives for the Development Department and regularly communicate progress towards goals

Stewardship & Reporting (30%):
• Produce and submit all required reporting materials to funders
• Manage and implement a stewardship plan for institutional funders to strengthen relationships
• Monitor grant spending, implement a system to track and manage funding regulation and grant requirements
• Communicate with program and information services staff to gather details related to program/project activities, outputs, key performance metrics, and evaluations
• Maintain accurate records and high data integrity in CRM and ensure prompt and precise acknowledgement of foundation gifts and grants
• Maintain calendar of key deadlines and ensure timely submission of letters of inquiry, applications, and reports

Research (10%):
• Conduct general prospect research to identify new institutional giving partners

General Development Responsibilities (10%):
• Support the overall development and implementation of the annual development plan, including supporting the volunteer program, special events, and community engagement efforts
• Engage, as needed, in producing and editing materials, such as donor briefings, collateral, solicitation letters, articles, newsletters, and reports
• Build relationships with participants, staff, key volunteers, community members, agency supporters, and board members
• Represent the agency at public events including faith communities, civic organizations, etc.
• Adhere to the Code of Conduct and Core Values of Connections for the Homeless
• Perform other duties as assigned

Schedule and Work Environment: Connections for the Homeless is committed to a hybrid work environment as each unique position allows. This position would work out of the Lake Street Church location at 1458 W. Chicago Avenue in Evanston, IL. This is a full-time role with a Monday through Friday daytime schedule. Some evening and weekend work will be required to support agency events and committee meetings.

The following qualifications are requirements for the position:
• 5+ years of combined work experience
• 2+ years of experience in grant writing, proposal production, or other professional/technical writing
• Proven success in organizing work, managing and tracking multiple projects simultaneously, meeting strict deadlines, and setting priorities
• Demonstrated ability to build and maintain positive relationships with diverse populations
• Exceptional communicator with clear, compelling, and situation appropriate writing, speaking and interpersonal skills
• Strong analytic and strategic-thinking skills with demonstrated ability to create, implement, and monitor complex plans
• Excellent computer skills, including MS Office (Word, PowerPoint, and Excel)
• Flexible schedule – may be required to attend evening and weekend meetings, community events, and/or volunteer activities

The following qualifications are highly desirable:

• Bachelor’s degree
• 3+ years of experience working in non-profit management, fundraising, communications, government relations, or marketing
• 3+ years of experience in grant writing, reporting, and compliance management.
• Valid Illinois Driver’s License

Other Requirements:

• Must submit to a criminal background check and submit to or provide evidence of a recent test for tuberculosis

Reports to: Associate Director of Development – Institutional Giving
March, 2022