



## POSITION AVAILABLE

### Director of Institutional Giving

**Location:** Downtown Oakland

**Reports to:** Executive Director

**Summary:** The Director of Institutional Giving oversees institutional fundraising, including developing strategies and projections; strengthens existing funding relationships; identifies and cultivates new prospects; manages the production of grant proposals and reports; supervises grant accounting and management; and conducts other cultivation and solicitation activities as required for institutional donors. The Director of Corporate & Foundation Relations supervises the Grants Coordinator to ensure timely and accurate management of all institutional grants and related requirements.

### Duties

- Develop prospecting and cultivation strategies appropriate for statewide anti-hunger and advocacy work and customized to each prospective donor
- Serve as lead relationship manager for all foundation donors; cultivates and sustains strong relationships; strategically provides access to executive and program leadership to build thought partnerships
- Design and run a sponsorship program for CAFB's biennial conference
- Lead all cause marketing efforts, through identifying and responding to opportunities and building relevant marketing partnerships
- Work in partnership with finance and accounting teams to develop and track the development budget as well as to fully integrate development data into CAFB's overall financial systems
- Manage effective reporting and communication with the Board of Directors, particularly with the Finance Committee
- Conduct prospecting and solicitation activities within the parameters of CAFB's Fundraising Policy; conscientiously follow guidelines regarding contact with members and act with transparency and accountability
- Collaborate with program staff and department heads to identify and prioritize funding needs; gather information for proposals, budgets and reports; and ensure compliance with grant goals and restrictions
- Oversee proposal and report development and writes complex proposals as needed; oversee management of grants calendar and ensure on-time submission of LOIs, proposals and reports
- Develop and maintain systems, workflows and database for end-to-end grant management, including prospecting, cultivation, LOIs and proposals, gift processing and acknowledgment, reporting and renewal

- Ensure grant restrictions and requirements are met; oversee timely spend down of funds; resolve issues raised by accounting, program and/or development staff
- Develop and implement annual fundraising strategy directed toward small number of individual donors, major donors, cause-related marketing opportunities, and foundation and corporate supporters, including overseeing the development department, its staff, budget, and systems
- Works collaboratively with development, finance and accounting staff on grant revenue portion of annual organizational budgeting process
- Develop and implement donor communications plans and collaborate with Director of Communications on content for website, annual report, blog and other collateral to maximize impact for foundation audience and help build CAFB's reputation as a thought leader
- Maintain advanced knowledge of trends in institutional giving and grant seeking
- Supervise, train and mentor Grants Coordinator, delegating tasks to increase efficiencies and meet revenue goals

**Qualifications:**

- Demonstrated knowledge of cultivation, solicitation, and stewardship strategies and techniques related to foundation and corporate fundraising.
- Demonstrated record of success in generating significant commitments (\$100,000+) from corporations and foundations through grants and sponsorships.
- Demonstrated project management skills; ability to work independently and successfully manage multiple projects with competing deadlines; excellent attention to detail.
- Excellent organizational, interpersonal, and networking skills; ability to initiate and build relationships with prospective corporate and foundation donors and institutional representatives.
- Superior written and interpersonal communication skills; ability to write and communicate clear, structured, articulate, and persuasive proposals; comfort using data to create strategic and compelling arguments.
- Familiarity with financial information, including ability to create and/or evaluate grant budgets.
- Complete proficiency with Microsoft Office applications required. Experience with donor database management preferred.
- Strong contributor within a team environment.
- Enthusiasm for CAFB's mission to end hunger in California.
- 5-7 years of foundation and/or corporate fundraising experience, including grant writing and management.
- Bachelor's degree from a four-year college or university required.

**Compensation:** Competitive salary, DOE. Benefits include employer-paid health, dental and vision, retirement program, life insurance, and PTO.

**Location:** Downtown Oakland, close to public transportation

**To apply:** Please visit <https://fs10.formsite.com/cafb2/form39/index.html?1538077162402>, fill out the web form and attach your cover letter and resume where indicated. **\*\*Please note\*\*** Documents will not be reviewed unless they are submitted in the required format. Please read the instructions carefully. Applications accepted until position is filled.