



Transforming Parents' Lives. Improving Children's Futures.

Foundation and Corporate Relations Manager

Job Description – Summary

The Foundation and Corporate Relations Manager will be a key member of the Development team overseeing research, engagement, solicitation and acknowledgement of institutions (foundations and trusts, corporations, religious organizations and some government agencies) through grant proposal writing, budgeting and reporting to advance the fundraising endeavors at Warren Village.

Warren Village practices and measures diversity, equity, inclusion and culture competency as a core expectation for all positions.

Essential Functions and Responsibilities:

- **Research, cultivate and solicit institutional funders/prospects to advance the revenue goals of Warren Village**
 - Identify and assess all potential grant funding opportunities from private and corporate foundations, civic groups, religious organizations, government entities and others as appropriate.
 - Manage a portfolio of existing corporate and other foundation funders—both public and private
 - Develop and implement a strategy to renew and increase contributions from institutional donors
 - Conduct stewardship efforts and builds solid relationships with funding sources
 - Analyze, plan and provide forecasts for general operating and programmatic support from institutions
 - Synthesizes information into clear and concise proposals, reports and letters of inquiry, along with budget projections and accountability/evaluation requirements.
 - Support the Vice President of Development, President/CEO and Board of Trustees by providing information on current institutional donors and prospective funders, as needed.
 - Work with all internal departments to gather information well ahead of proposal/reporting deadlines
 - Tailor all acknowledgements to institutional donors to ensure a high degree of accuracy and personalization
- **Maintain institutional giving fundraising calendar and gift records**
 - Track all solicitations, reporting and other communications with institutional donors and prospects
 - With others, maintain Abila and the integrity of the database as it pertains to institutional donors
 - Ensure that all institutional giving activities are tracked in the Abila database
 - Create queries, exports, dashboards, spread sheets, and other reports as needed
 - Maintain deadline tracking charts and copies of fundraising correspondence with institutional donors
- **Meetings and Events**
 - Participate in donor meetings and tours with the Director of Development and others; ensure timely follow-up on all efforts, including correspondence and other contacts with funders and prospects.
 - Attend bi-weekly department meetings, bi-weekly one-on-one meetings with the Vice President of Development, and occasional Development Committee meetings.
 - Participate in strategic planning and budget meetings of the Development Department
 - Collaborate with the Development team to leverage events to engage institutional funders
 - Participate in key events, including but not limited to the Fall Gala and Holiday Shop.

Minimum Qualifications:

Bachelor's Degree in human services related field, or combination of education and experience.

(Education substitute: 2 years of related experience for one year of education.)

- Three years' experience working in a non-profit office setting, minimum; specifically working with foundations and corporations.
- Minimum three years' experience with Microsoft Office Applications.
- Minimum three years' experience with Blackbaud RE NXT and/or other database Donor Management System.

Schedule: Monday-Friday 8am to 5pm (potential for extended hours and/or earlier hours during events). Some of these hours will be likely be remote due to COVID-19 health and safety concerns and this is subject to change as the situation continues to develop.

Salary & Benefits: Pay based on experience starting at \$55,350 to \$72,450.

To Apply: Interested candidates should submit the following items (as separate PDF attachments) to careers@warrenvillage.org, Subject line: **Corporate and Foundation Relations Manager**

1. Resume

The above declarations are not intended to be an "all-inclusive" list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.

We do not accept unsolicited resumes from recruiting agencies. Warren Village is proud to be an Equal Opportunity Employer. We are committed to equal employment opportunity regardless of race, color, religion, sex (including pregnancy or related medical conditions), national origin, veteran status, sexual orientation, gender identity, age, disability, marital status, or other protected category. If you have a disability or special need that requires accommodation, please contact us at careers@warrenvillage.org.