



# Job Description

## Institutional Grants Manager

### **POSITION SUMMARY**

The mission of **Communities In Schools of Houston** is to surround students with a community of support, empowering them to stay in school and achieve in life. Because CIS believes in the power of relationships, we provide full-time, on-campus integrated student supports that empower students to succeed in school and achieve in life.

The **Institutional Grants Manager** is a Development officer who, working closely with the Institutional Giving Lead, will maintain responsibility for **foundation and corporate fundraising** and donor relations including: prospect identification, research, cultivation, site visits, in-person meetings and visits, proposal development, writing, submission and tracking, and stewardship. Reporting to the Institutional Giving Lead, the Institutional Grants Manager works collaboratively with the Grants Compliance Manager and Director of Development.

### **Responsibilities:**

- Manage a portfolio of 75-100 institutional funders (both current donors and foundation and corporate prospects) in the context of an annual revenue goal, beginning at \$2,000,000 for foundation and corporate gifts.
- This includes driving strategies for all phases of the gift cycle (identifying and qualifying new prospects, initiating contact, customizing cultivation and solicitation strategies, engaging in direct solicitation or facilitating solicitation meetings as appropriate, and implementing stewardship initiatives).
- Work with Institutional Giving Lead to plan, implement and manage all fundraising programs and activities related to foundations and corporations.
- Work with the Director of Development and Institutional Giving Lead, to determine organizational priorities for which foundation and corporate support is sought and to provide coordination of approaches to foundations and corporations.
- Working with Strategic Partnership Department, coordinate corporate volunteer efforts with corporations wanting to volunteer on campuses.
- Work with the Development Board Committee to determine relationships and networks of influence with foundation trustees and corporate leaders.
- Assist with potential major donor campaign planning and strategy and the cultivation, solicitation and stewardship of campaign donors.
- Help to oversee management of records and database information concerning foundations and corporations particularly knowledge of leadership, giving patterns and policies of the major local, state and national foundations and corporations.
- Maintain a regular practice of visits to foundation and corporate offices and site visits to foundation trustees, corporate leaders and grants officers to establish a



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personal and working knowledge of the issues, interests and policies of specific foundations and corporations.

- Follow the moves management process as it relates to foundations and corporations including the identification of prospects, primary cultivators, cultivation sequence and timing, proposal concept presentation, proposal writing and submission, site visit coordination, proposal tracking, grant acknowledgment, grant reporting, donor recognition and stewardship.
- Coordinate and collaborate with the Grants Compliance Manager concerning reporting implications of grant application targets and objectives and reporting requirements during the grant writing process.
- Work closely with the Institutional Giving Lead on implementing the portfolio management system, measurement and reporting of metrics/progress in Raiser's Edge.
- Report monthly on activity and results compared to goals and objectives. Consistently maintain up-to-date data, notes and actions in Raiser's Edge.
- Serve as a grant writer for foundation and corporate grant proposals to be submitted by CIS.
- Participate as needed in the creation and submission of select public grants that are a clear fit for CIS.

### **Job Description**

- Cooperate with the Institutional Giving Lead and Director of Development on high profile foundation and corporate prospect and donor strategies.
- The ability to work well with and motivate a broad spectrum of people, including foundation and corporate executives, and trustees, volunteers and staff.
- A working knowledge of the psychology, principles and techniques of major gifts solicitation with a particular emphasis on foundation and corporate fundraising.
- A proficiency in grant writing and an understanding of the process of foundation and corporate research, cultivation and solicitation.
- Knowledge of the techniques and tools available for foundation and corporate research.
- Engage in networking and ongoing professional development activities.
- Participate in meetings and committees as appropriate.
- Comply with all CIS of Houston policies and procedures.
- Maintain a professional, positive and courteous demeanor.
- Perform other duties as assigned to meet agency needs.

### **Qualifications**



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- Education: Bachelor's Degree required. Advanced degree and/or CFRE certification, preferred.
- Experience: 3-5+ years of experience executing successful foundation grant writing experience. Experience with in-person and virtual prospect discovery and cultivation, preferred.

### **Skills and Capabilities**

The ideal candidate will possess many of these professional and personal abilities and attributes:

- Ability to develop successful strategies and an actionable framework for foundation and corporate fundraising
- Track record of accountability and leadership in fundraising, working in concert with a team of development/communications professionals and volunteers.
- Experience collaborating with Development Committees and Board members on major gifts.
- Knowledge of and experience with Raiser's Edge and prospect research tools.
- Ability to build rapport with prospects, donors, volunteers and the public with diplomacy, discretion and customer-service orientation.
- Excellent interpersonal and verbal/written communications skills.
- Respect for confidentiality and accuracy in handling donor information.
- Strong work ethic with the ability to work well in a team-oriented, goals-driven department.
- Allowable Substitutions: Combination of education, experience and/or training that provides the required knowledge and skills for the position may be considered in lieu of education and/or experience at the company's discretion.

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