



**Title: Institutional Giving Manager (\$50,410.00 - \$75,661.00)**

**Position Summary:** The Institutional Giving Manager is responsible for overseeing all aspects of Connecticut Foodshare's foundation grants including management of the overall foundation pipeline of approximately 100 grants (\$5,000 to \$400,000) by identifying prospective grant funders, writing proposals and submitting reports on deadline. They will schedule, coordinate, solicit, report, and steward relationships with funders to secure funding. This individual will report to the Chief Giving Officer and will support other Giving team members as required.

**Responsibilities:**

- Manage the organization's foundation grant process and calendar from prospect research through stewardship.
- Write and produce all proposal and reporting materials for foundation constituents, noting opportunities for increased revenue and increased corporate engagement.
- Comply with grant reporting requirements and meet all deadlines as established by funders.
- Work with the Finance and Network & Program teams to gather budget information, pounds of food supplied and demographic data for grant applications and reports.
- Work with the Communications Team to determine publicity and social media requirements for grant awards.
- Maintain current grant applications in a virtual database including grant tracking and reporting spreadsheets.
- Populate and update the organizational file of general fundraising documents and data needed by the Giving team and maintain the current system for effective post-award grant management.
  - Cultivate and secure funding from new and renewed foundation prospects, utilizing Raiser's Edge, Foundations Directory online, and external database search engines (Google, social media, print, etc.).
  - Along with the Chief Giving Officer, strategize the priority of donors and prospects, and liaise effectively with necessary stakeholders to execute funder relationships.
  - Proactively develop messaging for grant funders.
  - Attend and or lead as needed, foundation funder meetings with the Chief Giving Officer, Director of Corporate and Community Giving, and/or CEO.
  - Support Connecticut Foodshare's mission to lead an informed, coordinated response to hunger through the distribution of food, education and involvement of the public.
  - In all duties, be responsible for cost-efficient operations.
- Other duties as assigned by the Chief Giving Officer.

**Education and Experience:**

- Bachelor's degree required. Master's degree preferred.
- 3+ years work experience in project planning/execution with a proven track record of developing relationships.
- Excellent writing skills and proven experience with writing and securing grant funding in a non-profit.
- Knowledge of budgeting and analysis of data for grants required.

**Key Skills:**

- Familiarity with Microsoft Office programs required.
- Excellent project management skills to consistently deliver quality results on deadline.
- Ability to handle multiple tasks and meet deadlines.
- Excellent organizational skills
- Ability to work effectively with people from a variety of backgrounds and departments.

To apply, please submit a resume and cover letter to Human Resources:

<https://recruiting.paylocity.com/recruiting/jobs/Details/883096/Connecticut-Food-Bank/Institutional-Giving-Manager>

Connecticut Foodshare is an Equal Employment Opportunity and Affirmative Action Employer.

Connecticut Foodshare maintains a drug-free workplace.