



Director of Institutional Giving **Job Description**

POSITION SUMMARY:

Under the supervision of the Alliance's Chief Development Officer, and in close collaboration with the Chief Executive Officer, the Director of Institutional Giving is responsible for collaborating with staff to raise approximately \$3 million (of an approximately \$6.3 million annual organizational budget) from private foundations and corporations.

The Director of Institutional Giving, working closely with the Institutional Giving Coordinator, researches prospects, develops proposals and progress reports, prepares correspondence, creates budgets, maintains relationships with funders and program officers, keeps accurate records and timelines, and ensures compliance on all grants.

The ideal candidate should have a strong track record and demonstrated success raising funds from institutional funders and leading a well-organized grants management program. The Director of Institutional Giving should be a strong and compelling writer who possesses excellent organizational skills, with meticulous attention to detail and sophisticated project management skills, including follow-up and managing multiple priorities and meeting deadlines.

ABOUT THE ALLIANCE:

The Alliance for Children's Rights protects the rights of children in poverty as well as those overcoming abuse and neglect by delivering free legal services, supportive programs, and systemic solutions. Our lawyers, advocates and social workers, together with hundreds of pro bono attorneys and community volunteers, ensure that children and youth who are in the child welfare system have safe, stable homes and can access the education, healthcare, and financial supports that they need. Since 1992, we have served over 150,000 children and young adults in Los Angeles County.

Charity Navigator has awarded the Alliance its highest 4-star rating for the past nine years in a row. This puts the Alliance in the top 2% of charities in the U.S. rated by Charity Navigator. The 4-star rating reflects the Alliance's sound fiscal management and commitment to accountability and transparency. The Alliance is well known in the child welfare community for its knowledge, expertise, and accomplishments.

ESSENTIAL RESPONSIBILITIES:

- In collaboration with the Chief Development Officer, sets priorities, goals, and grant revenue projections for the institutional giving program
- Oversees and leads the development of all funding proposals and reports - including concept development, letters of inquiry, project planning, and writing to a final copy
- Partner with the Communications Director to develop templates for general operating support proposals, stewardship reports, and Case Statements, which serve as the basis for all grant proposals and communication materials and which include history, program descriptions, annual goals, funding priorities and objectives
- Contributes to cultivation and stewardship efforts, including drafting compelling stories and updates
- Prepares grant budgets and corresponding financial reports

- Manages execution of grant awards and track all grant deliverables
- Distributes funding notifications and monitors the allocation of restricted funds
- Works with CFO, Controller and auditor to ensure grant practices comply with audit requirements
- Communicates all reporting requirements to appropriate staff and monitor progress to ensure goals are met prior to the submission of the final reports
- Ensures appropriate acknowledgement of all grant awards
- Refines and manages all grant-making processes, including grant policies, systems, and documentation, incorporate best practices, and ensures excellent controls
- Manages precise records, including grant calendar and all paper and electronic files
- Researches, identifies, and pursues new funding opportunities and foundation and corporate prospects
- Works with Chief Development Officer to engage the Board's Development Committee by identifying and cultivating prospective institutional funders
- Cultivates and stewards program officer relationships in partnership with the Chief Executive Officer, Chief Development Officer and Program Directors
- Serves as liaison to funders, including answering inquiries and managing site visits
- Facilitates planning meetings to gather concepts and data for grant proposals and reports
- Supervises the Institutional Giving Coordinator to ensure coverage of all administrative functions including accurate and timely acknowledgements, grants tracking systems, and precise maintenance of donor files (hard copy and electronic)
- Performs other duties, as assigned

QUALIFICATIONS:

Excellent communication skills, both written and verbal are required. 5-7 years of demonstrated success as a grant writer, fundraising professional, or journalist. Bachelor's degree required. Familiar with institutional funder landscape. Must be an excellent writer who is detail-oriented, has good organizational and computer skills, is a team player with an ability to communicate effectively. Able to synthesize data and information into one compelling voice and story. Strong project management skills. Demonstrated capacity to frame complex situations and present options. Enjoys working independently and as part of a team. Proficiency with Microsoft Office Suite required (Word, Excel, Outlook) required. Knowledge of and skilled in working with a relational database.

The Alliance for Children's Rights believes that all persons are entitled to equal employment opportunities and does not discriminate against its employees or applicants because of race, color, religion, sex, gender, national origin, ancestry, age, disability, or marital status.

The above statements are of a general nature and are intended to describe level of work being performed by people assigned to comparable positions. It is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

The Alliance for Children's Rights offers a competitive salary and benefits. For more information about the Alliance visit: kids-alliance.org.

TO APPLY: Submit a resume, along with a cover letter to: info@kids-alliance.org